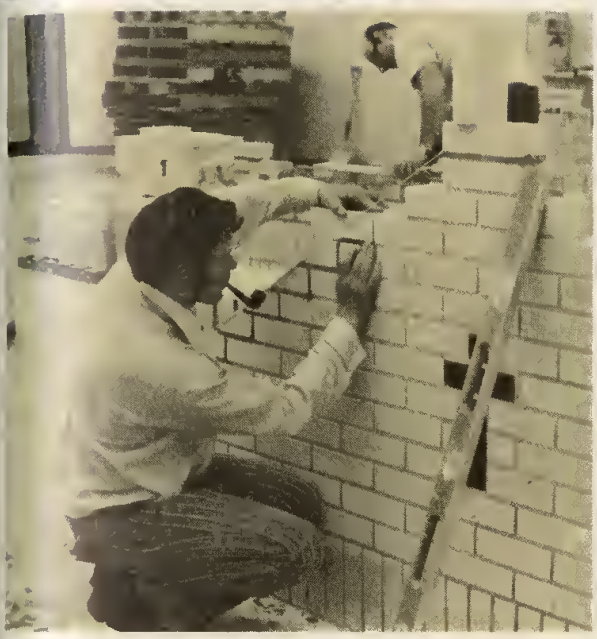

PART TIME COURSES

GEORGE BROWN COLLEGE

OF APPLIED ARTS AND TECHNOLOGY

[Lacks pp. 24, & 25]

1974-75

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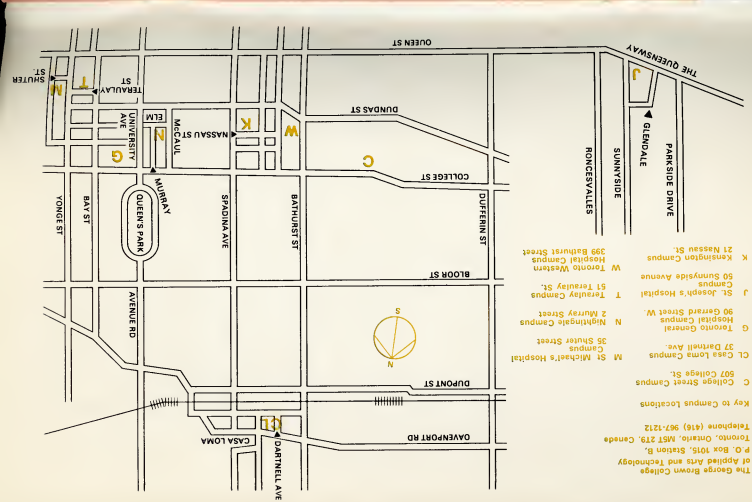

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Course Name | Course Code | Campus

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Miss ☐ Ms ☐

(Check one) Surname | Given Name(s)

Address — Street, Apt. No.

City | Province | Postal Code

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Day | Month | Year

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PART TIME COURSES 1974-75

THE GEORGE BROWN
COLLEGE OF APPLIED ARTS
AND TECHNOLOGY

P.O. BOX 1015, STATION B

TORONTO, ONT. M5T 2T9

PHONE: (416) 967-1212 and ask for "Information"

This College was established and is funded
by the Province of Ontario through the
Ministry of Colleges and Universities.

The George
and Applied
P.O. Box 10
Toronto, On
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GENERAL INFORMATION

COURSE COMMENCEMENT DATES

Classes in the courses listed in this calendar commence during the week beginning Monday, September 30th, 1974. The last day for classes in the Fall Term is Friday, December 20th, 1974. The second term commences in the week beginning Monday, January 6th, 1975.

Additional classes in some of the courses listed will commence in January (Winter Term) or April (Spring Term) 1975. Each course description indicates whether a course will or may be offered again in the Winter or Spring Term.

REGISTRATION DATES

Final registration dates for the Fall Term are Monday, September 16th, Tuesday, September 17th and Wednesday, September 18th, 1974. Campus offices will remain open until 9:00 p.m. on each of these days.

ADVANCE REGISTRATION

From August 1st, 1974, application may be made in person between 8:30 a.m. and 4:30 p.m., Monday to Friday, or by mailing the attached application form accompanied by the total course fee.

REGISTRATION LOCATIONS

In some instances candidates may register only at the campus conducting the course. Courses to which this restriction applies are indicated in the course description. It is generally advisable to apply for registration for any course to the campus on which the course is conducted.

The campus on which a course is conducted is indicated in the course description.
Locations of the campuses are as follows:-

Campus C (College) - 507 College Street
Tel: 967-1212, ext. 305 or 306

Campus CL (Casa Loma) - 160 Kendal Avenue
Tel: 967-1212, ext. 405

Campus K (Kensington) - 21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609

Campus T (Teraulay) - 51 Teraulay Street
Tel: 967-1212, ext. 504 or 510

FEES

The amount of the fee for each course is stated in the course description; each of these amounts includes a $5.00 non-refundable registration fee. In some cases, the cost of laboratory fees and materials may be additional to the stated amount of the fee.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

Anyone who has attained the age of 65 on or before the start date of the course will pay fees at the rate of $5.00 (total) for courses up to 60 hours duration. For courses over 60 hours the fee will be $5.00 plus a prorated amount.

IDENTIFICATION

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested.

REFUNDS

To obtain a refund a student must apply in writing to the admissions office; forms are available at the campus office for this purpose.

Refunds will be made only if requested before the third scheduled session of the course. The $5.00 registration fee is not refundable; in addition, a charge of $2.00 per scheduled session held prior to the date of application for the refund of whether or not the student attended classes will be made. If a course is cancelled, full refund will be made.
REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT.

TRANSFER BETWEEN COURSES

Students wishing to transfer between courses must apply in person to the admissions office on the campus for authorization of change in their admit-to-lecture identification and for any fee adjustment which may be required.

PART-TIME STUDIES DURING THE DAY

Enrolment in regular day subjects or courses is possible. For further information call 967-1212 or direct inquiries to the day-school admissions office.

PREREQUISITES

Candidates are adivsed that many of the courses require considerable related experience. Prerequisites stated are the minimum requirement.

MINIMUM ENROLMENTS

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum. It is proposed to adhere to the program as outlined in the calendar, however circumstances not under the control of the college may necessitate a change in hours of instruction.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies for all part-time courses may be purchased at the individual campus bookstores.

CERTIFICATION

Applicants should inquire at the time of registration concerning certification and accreditation. Courses with X appended to the course number indicate non-certificate or special interest courses.

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ACADEMIC COURSES

ACADEMIC UPGRADING/COLLEGE PREPARATORY

These courses are designed for those who wish to up-grade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

BIOLOGY — BIO 543

Fee: $45.00, 90 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 Science or Sc 542B.

Course Content: Human anatomy and physiology in the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

FALL [X] WINTER [X] SPRING [ ]

CHEMISTRY — CHEM 543

Fee: $45.00, 90 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 Science or Sc 542B

Course Content: Grade 11 or 12 level; introductory college Chemistry with laboratory work.

FALL [X] WINTER [X] SPRING [ ]

ENGLISH UPGRADING B — ENG 541

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 6 equivalent or English 131.

Course Content: Reading, spelling and sentence structure; basic grammatical terms and simple paragraph writing; a refresher in basic English skills for students who have completed public school at the grade 6 level.

FALL [X] WINTER [X] SPRING [ ]

ENGLISH UPGRADING 9 — ENG 542A

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 8 English or English 541.

Course Content: Review of grammar and punctuation, development of reading and oral skills, spelling and vocabulary, paragraph writing - emphasizing unity, coherence and topic sentence, short essays, and short selections from Canadian literature.

FALL [X] WINTER [X] SPRING [ ]

ENGLISH UPGRADING 10 — ENG 542B

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 9 English or English 542A.

Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories, poetry and essays from Canadian literature.

FALL [X] WINTER [X] SPRING [ ]

ENGLISH UPGRADING 11 — ENG 543A

Fee: $38.00, 75 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 English or English 542B.

Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphazing creativity will also be required. A detailed analysis of the short story, poetry and short plays will be included from twentieth century literature.

FALL [X] WINTER [X] SPRING [ ]

ENGLISH UPGRADING 12 — ENG 543B

Fee: $38.00, 75 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 11 English or English 543A.

Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; basic business communications and report writing; detailed analysis of representative twentieth century writers with emphasis on drama and novels. On completion of English 543B, students may apply for a statement of equivalent standing from the Ontario Department of Education.

FALL [X] WINTER [X] SPRING [ ]

MATHEMATICS UPGRADING 8 — MATH 541

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 7 Math or equivalent.

Course Content: Study of whole numbers, fractions, decimals, per cent, and the metric system.

FALL [X] WINTER [X] SPRING [ ]

MATHEMATICS UPGRADING 9 — MATH 542A

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 8 Math or Math 541.

Course Content: Review of fractions, decimals and per cent; powers, square root, metric system, simple areas, perimeters, volumes, and basic algebraic equations.

FALL [X] WINTER [X] SPRING [ ]

MATHEMATICS UPGRADING 10 — MATH 542B

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 9 Math or Math 542A.

Course Content: Study of circles, triangles; theorem of Pythagoras; volumes, weight and capacity; metric conversions; multiplication and division of monomials and binomials; linear equations and graphical solutions; trigonometric ratios, and mensuration.

FALL [X] WINTER [X] SPRING [ ]

MATHEMATICS UPGRADING II — MATH 543A

Fee: $38.00, 75 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 Math or Math 542B.

Course Content: Review of grades 9 and 10 Algebra; grade 11 Algebra, Geometry, Trigonometry, and the slide rule.
FALL [X] WINTER [X] SPRING [ ]

MATHEMATICS UPGRADING 12 — MATH 543B

Fee: $38.00, 75 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 11 Math or Math 543A.

Course Content: Grade 11 Algebra; Algebra, Geometry and Trigonometry for grade 12 credit.
FALL [X] WINTER [X] SPRING [ ]

PHYSICS — PHYS 543

Fee: $45.00, 90 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 Science or Sc 542B and grade 11 Math or Math 543A.

Course Content: Grade 11 or 12 level.
FALL [X] WINTER [X] SPRING [ ]

SCIENCE UPGRADING 9 — Sc 542A

Fee: $30.00, 60 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 8 Science.

Course Content: Introduction to Science including measurement, chemistry, biology, sound, and light.
FALL [X] WINTER [X] SPRING [ ]

SCIENCE UPGRADING 10 — Sc 542B

Fee: $30.00, 60 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 9 Science or Sc 542A.

Course Content: Grade 10 level concepts from mechanics, magnetism, electricity and heat.
FALL [X] WINTER [X] SPRING [ ]

ADVANCED TECHNICAL EVENING CLASSES (A.T.E.C.)

CHEMISTRY (General) — CHEM 100

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Methods of chemistry: physical and chemical changes, chemical terminology; Organic chemistry: structure and reactions of common aliphatic groups; States of matter: gas laws, partial pressure; Nuclear chemistry: basic nuclear particles, isotopes, radioactivity, half life, radioisotopes and uses; Equilibrium: rate of reaction, reversibility, LeChatelier's Principle, equilibrium constant, solubility and concentration, ion exchange; Acidimetry and hydrolysis: definitions, pH, indicators, titrations, relation to oxidation and reduction; Electro-chemistry: electrolysis, Faraday's Law, electro-chemical series, corrosion.
FALL [X] WINTER [ ] SPRING [ ]

CHEMISTRY (Polymer) — CHEM 210

Fee: $45.00, 90 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Chem 100.

Course Content: Chemistry and Physics of natural and synthetic polymers: molecular forces and chemical bonding, molecular weight and its distribution, configurations and conformations of polymer chains, morphology, condensation and addition polymers, copolymers, methods for determining molecular weight of polymers, structure of polymers, copolymers, structure of polymer molecules, how structure determines properties of polymers, testing and degradation of polymers, theory of polymers. Practical work in the laboratory.
FALL [X] WINTER [ ] SPRING [ ]

CONSTRUCTION LAW AS 908

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Understanding of Civil Law as it applies to the construction industry; construction laws and by-laws; contracts, engineering agreements; labour relations and trades disputes; Workmen's Compensation; patents and inventions; trade marks, industrial design and copyrights; company law, boundaries and surveys, easements, factory and shop acts, mortgages, mechanics' liens, etc.

FALL [X] WINTER [X] SPRING [ ]

ECONOMICS (Basic) EC 100

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Understanding of the economic factors that influence the personal and business affairs of Canadians; basic economic structure of our society, supply and demand, business organization, money and banking, international trade, business cycles, public finance and taxation, consumer credit and borrowing, personal finances, social services, etc.

FALL [X] WINTER [X] SPRING [ ]

ENGLISH I ENG 100

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 12 English, English 130 or equivalent.

Course Content: Skill in the use of simple, clear, correct English; emphasis on effective oral and written communication, special focus on reading/learning techniques, technical writing, and oral communication of ideas, information and instructions.

FALL [X] WINTER [X] SPRING [X]

ENGLISH II ENG 200

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Eng 100 or equivalent.

Course Content: Emphasis on the student's skill in using English with greater facility; effectiveness and precision, through preparing and giving oral presentations, lectures and reports on technical

subjects; emphasis on the use of library resources for technical research, preparation of written technical reports, development of analytical techniques, and organization of data.

FALL [X] WINTER [X] SPRING [X]

MATHEMATICS I MATH 100

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 12 Math, Math 130, or equivalent.

Course Content: Computations with measured quantities; exact and approximate numbers; scientific notation; analysis or error; slide rule and tales; Algebra, Logarithms, Trigonometry and Analytic Trigonometry.

FALL [X] WINTER [X] SPRING [X]

MATHEMATICS II MATH 200

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Math 100 or equivalent.

Course Content: Algebraic notations: binomial theorem; Trigonometry; Analytic Geometry: the straight line, loci, conics, second degree equations; Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima; Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

FALL [X] WINTER [X] SPRING [X]

MATHEMATICS III MATH 300

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: Math 200 or equivalent.

Course Content: Differential calculus: functional notation, gradients, limiting value, differentiation from first principles, maxima and minima, differentiation of products and quotients of trigonometric functions with application to angular velocity and acceleration, simple harmonic motion, and electrical problems; Intergral Calculus: relationship between differentiation and integration, the definite integral, areas and volumes by integration, integration of trigonometric functions, centre of gravity and centroids with applications, application of calculus to problems encountered in related technology.

FALL [X] WINTER [X] SPRING [X]

MATHEMATICS IV — MATH 400

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: Math 300 or equivalent.

Course Content: Differentiation of exponential and logarithmic functions with applications related to engineering problems; moments of inertia, radius of gyration, second moment of area; the rod, rectangle, disc and cylinder; parallel axis theory; perpendicular axis theory; review of centre of gravity and centroids; theorems of Pappus: standard methods of integration, such as substitution, trigonometric identities, partial fractions and integration by parts; radius of curvature, lengths of curves; expansion series; Taylor's and MacLaurin's Theorem; differential equations; simple differentiation equations of specializing in electrical or electronic technology.

FALL [X] WINTER [X] SPRING [X]

MECHANICS I — MECH 100

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: Math 100 or equivalent (prior to or concurrent with Mechanics I).

Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas; Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

FALL [X] WINTER [X] SPRING [X]

MECHANICS II — MECH 200

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Mech 100 and Math 300.

Course Content: Statics: coplanar, non-coplanar, parallel, non-coplanar concurrent, non-coplanar non-current; friction; dynamics: relative velocity, torque, angular motion and energy, motion in a circular path, simple harmonic motion, pressure of liquids, flow of water, deriving equations of motion and fluids by using calculus notation.

FALL [X] WINTER [ ] SPRING [ ]

MECHANICS OF MATERIALS I — MECH 110

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: Math 200 and Mech 100.

Course Content: Mechanical properties and testing; unit stress and strain; beam type members - statically determinate; beam type member design; deflection due to bending; thin cylinders and joints; resilience; torsion, combined stresses.

FALL [X] WINTER [X] SPRING [X]

MECHANICS OF MATERIALS II — MECH 210

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Mech 110 and Math 300.

Course Content: Fatigue and stress concentration; statically determinate members, statically indeterminate members; properties of materials; column, combined stresses; thick walled and compound cylinders.

FALL [X] WINTER [ ] SPRING [ ]

MODERN PHYSICS — PHYS 200

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Math 300 and Phys 100.

Course Content: Electro-magnetism: electrostatics, electromagnetic waves and spectrum; atomic physics: periodic table (physical point of view), emission and absorption of radiant energy, early structure of an atom, quantum theory, waves of particles, Bohr atom and line spectra, modern atomic model and Schroedinger wave equation; physics of the solid state: crystalline solids, experimental methods of determining crystal structure, classification by structure, structure and behaviour of metals: structure and behaviour of semi-conductors, semi-conductor devices, nuclear physics.

FALL [X] WINTER [ ] SPRING [ ]

PHYSICS I — PHYS 100

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Math 100 or equivalent.

Course Content: Properties of matter; mechanics: force, motion, speed, velocity, acceleration, projectiles, momentum, simple machines, work, friction, elasticity; heat: temperature measurements, heat transfer, expansion, heat units, latent and super heat; sound waves; light: intensity, inverse square law, speed of light; ray optics, wave optics including lenses, interference, diffraction and polarization.

FALL [X] WINTER [X] SPRING [X]

PSYCHOLOGY - INTRODUCTORY PSY 200

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Concepts and theories of psychology: learning, motivation, individual differences, etc.; application to practical issues in business and personal life, helping the student to understand himself and others.

FALL [X] WINTER [X] SPRING [ ]

STATISTICS I MATH 403

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Math 100 or equivalent.

Course Content: Introduction to statistics: data collection and presentation, probability concepts, frequency distributions and measures of central tendency, standard deviation, curve fitting, sampling, average and range control charts, quality control concepts.

FALL [X] WINTER [X] SPRING [X]

CAREER IMPROVEMENT

APPLIED COMPUTER PROGRAMMING MATH 122

Fee: $30.00, 60 hours, Campus CL

Saturday, 9:00 to 12:00 noon

Prerequisite: A good working knowledge of basic Mathematics.

Course Content: Time-sharing using basic computer language; systems commands and various statements necessary for developing a program; industrial and business applications; programming theory and introductory Fortran; emphasis on hands-on use of computer terminals.

FALL [X] WINTER [X] SPRING [ ]

APPLIED PHYSICS (Technical) PHYS 133

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 or equivalent.

Course Content: Air: Physical and chemical properties, pressure and vacuum, measurement of pressure, barometer, manometer, absolute pressure, gauge pressure; Water: Physical and chemical properties, density and specific gravity, calculation of pressure at a depth, capillarity, pH factor; Heat: Temperature scale, heat transmission, radiation, convection, conduction, the B.T.U. latent heat, coefficient of expansion, mechanical equivalent of heat, heat loss and prevention; Gas laws: Expansion and compression of gases, Boyle's Law, vacuum pump, the compression pump; Hydraulics: Fluids under pressure, action of pressure pumps, action of the venturi, the water hammer; Properties of materials: Basic metallurgy, ferrous and non-ferrous metals, heat treatment; Machines: Principles, efficiency, levers, inclined plane, gear drives, belt and chain drives; Work energy and power: Units of energy and power, horsepower; Strength of materials: Stress and strain, safety factor, Yong's Modulus.

FALL [X] WINTER [ ] SPRING [ ]

BUSINESS ENGLISH (Refresher) ENG 149

Fee: $30.00, 60 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 English or equivalent.

Course Content: Designed for students who would like a refresher in business communications or those who have no formal training in the writing of business communications; grammar: punctuation and business vocabulary; letters of application, acknowledgement, remittance, inquiry, request, cancellation, confirmation, and refusal; claim, adjustment, sales, social, and form letters; report writing; oral communication including interviews, telephone technique, prepared talks, discussions, and debates; developmental reading.

FALL [X] WINTER [X] SPRING [X]

BUSINESS LAW AS 907

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Designed to provide an understanding of Common Law as it applies to private citizens and to persons engaged in small business enterprises; definitions and explanations of contracts, employment, agency, the sale of goods, insurance, real estate,

partnership, bankruptcy, negotiable instruments, business crime, torts, etc.

FALL [X] WINTER [X] SPRING [ ]

BUSINESS MATHEMATICS (Introductory) MATH 157

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

This course is designed for people active in business and commerce who would like to improve their skill in arithmetic used in ordinary business activities; also persons employed in retail and wholesale sales and in small businesses.

Course Content: Practice in adding, subtracting, multiplying, and dividing, extended to fractions, decimals and percentages; application of these operations to business problems; use of simple calculating machines to solve problems in costs, discounts, interest rates, and payrolls.

FALL [X] WINTER [X] SPRING [ ]

ENGLISH FOR NEW CANADIANS (Advanced) ENG 131

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Course Content: Designed for persons whose native language is not English, but who possess an ability in English equivalent to that acquired from a basic course in English-as-a-second-language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared; emphasis on vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, composition, pronunciation, inflection, accent and conversation.

FALL [X] WINTER [X] SPRING [X]

ENGLISH (Technical) ENG 130

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Related to trades and technologies at the level needed for journeyman status; reading for comprehension, reading for details, reading for main ideas; summarizing information, making notes, and reading as studying; remedial and developmental work in oral and written expression.

FALL [X] WINTER [X] SPRING [X]

MEDICAL TERMINOLOGY - PART I ANAT 100

Fee: $20.00, 30 hours, Campus T

Tuesday, 7:00 to 9:00 p.m.

Course Content: Terminology related to normal structure and function of the various body systems; some laboratory work and use of anatomical models.

FALL [X] WINTER [X] SPRING [X]

MEDICAL TERMINOLOGY - PART II ANAT 101

Fee: $20.00, 30 hours, Campus T

Wednesday, 7:00 to 9:00 p.m.

Prerequisite: Anat 100.

Course Content: Terminology related to the abnormal (diseases, disorders); nomenclature and therapeutic action of common drugs.

FALL [X] WINTER [X] SPRING [X]

RAPID READING ENG 900

Fee: $30.00, 40 hours, Campus CL

Tuesday, 7:00 to 9:30 p.m.

Course Content: Designed to help the student improve his reading speed and level of comprehension; current reading level is determined and an individual program is devised to correct reading problems; emphasis on improving the student's reading speed, modern methods of information processing.

FALL [X] WINTER [X] SPRING [X]

SOCIAL PSYCHOLOGY PSY 300

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Course Content: Offered to students who have completed an introductory course in psychology; basic principles of social psychology, such as group dynamics, group behaviour, organizations, etc.; principles will be applied to issues in modern society and industry.

FALL [X] WINTER [X] SPRING [ ]

STATISTICS - PART I — MATH 216A

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Course Content: Statistical preparation and analysis; focus on commercial and vital applications; scales, tables and graphs; mode, median and means; measures, deviations and dispersals; coefficients, probabilities, permutations and combinations; accuracy, variance, linear trends.

FALL [X] WINTER [X] SPRING [ ]

STATISTICS - PART II — MATH 216B

Fee: $20.00, 40 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Course Content: Continuation of Math 216A, Part I, for development of applications through projects and further study of trends and correlation.

FALL [X] WINTER [X] SPRING [ ]

TECHNICAL MATHEMATICS — MATH 130

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

This course designed to prepare the student for future studies at the post-secondary level in Technical Mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.

Course Content: Algebraic operations, factoring, linear and quadratic equations; Trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

FALL [X] WINTER [X] SPRING [X]

TRADE MATHEMATICS I — MATH 10/20

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

This course is designed for tradesmen, apprentices and persons desiring a foundation in trade mathematics - basic and intermediate levels for most trades.

Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the

Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

FALL [X] WINTER [X] SPRING [X]

TRADE MATHEMATICS II — MATH 20/30

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics - intermediate and advanced level for most trades.

Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

FALL [X] WINTER [X] SPRING [X]

DANCE/DRAMA

The following courses are offered at beginner and intermediate levels. Sessions may be daytime, evening or week-ends, 6 hours per week, days and times to be arranged. All courses in Thea 905 series are offered in collaboration with the Canadian Dance/Drama Company. These run in the fall, winter and spring.

Courses:

Advanced Modern Dance	Thea 915
Ballet	Thea 905A
Classical East Indian	Thea 905B
Dance Fundamentals	Thea 905C
Dancing Fundamentals	Thea 906
Dancing Improvisation	Thea 908
Dancing Techniques	Thea 907
History of Dance	Thea 905G
Modern Dance	Thea 903/4/5;Thea 905D
Modern Jazz	Thea 905E
Tap Dance	Thea 905F

Further information may be obtained from the College (Co-ordinator) of Theater Arts or the Canadian Dance/Drama Company (Gary Colwell at 863-1836).

GENERAL INTEREST COURSES

CANADIAN LITERATURE — ENG 203

Fee: $30.00, 60 hours, Campus T

Tuesday, 5:30 to 7:30 p.m.

Course Content: Understanding of the environmental and historical factors which have affected Canadian Literature; distinctive characteristics of Canadian Literature; appreciation of Canadian Literature. The selections studied will be by a wide variety of authors, including Callaghan, Richler, Layton, Garner, and Davies.

FALL [X] WINTER [X] SPRING [ ]

INTERNATIONAL RELATIONS — POL/SC 800

Fee: $50.00, 20hours/10 weeks, Campus T

Course Content: A lecture/discussion series on Canada's international relations offered in collaboration with the Canadian Institute of International Affairs comprising 10 weekly evening sessions. Speakers will be senior Canadian and foreign diplomats, journalists, scholars and officials. Current political, military and economic issues of particular concern to Canada will be emphasized.

Write or telephone the College for details of the programme. (Co-ordinator of Theatre Arts).

FALL [X] WINTER [X] SPRING [ ]

TORONTO AS IT WAS — HIST 800

Fee: $20.00, 20 hours/10 weeks, Campus T

Course Content: A series of lecture/discussions on the social, political and cultural elements of Toronto's heritage from its earliest beginnings.

A different programme is arranged for each term. Please write or telephone the College for details. (Co-ordinator of Theatre Arts).

FALL [X] WINTER [ ] SPRING [X]

MUSIC

The following courses are offered in Piano, Singing and Song Writing and run in the fall, winter and spring.

Music and Speech	MU 801
Music Appreciation	MU 816
Music Enjoyment	MU 800
Musical Grammar - Rudiments	MU 902
Musical Grammar - Harmony	MU 903
Muscial Grammar - Ionian Mode	MU 904
Musical Grammar - Aeolian Mode	MU 905
Popular Keyboard - Basic	MU 910

Popular Keyboard - Intermediate	MU 911
Popular Keyboard - Advanced	MU 912
Singers' Refresher	MU 817
Song Writing	MU 813

For further information, call Ralph Kidd at 231-9306.

THEATRE ARTS

The following courses in Acting and Drama are offered in collaboration with the Factory Theatre Lab and are directed by Ken Gass. These run in the fall, winter and spring.

Acting and Dramaturge	Thea 901
Acting for Beginners	Thea 900
Practical Playwriting	Thea 909

For further information, contact the College, 967-1212 (CO-ordinator of Theatre Arts).

APPLIED ARTS

ADDICTION COUNSELLOR DIPLOMA PROGRAMME

This programme is offered only to people who are employed by an agency or institution providing services to clients who are having problems related to their use of alcohol and/or other drugs. Applicants not qualifying for the Diploma may enrol for individual subjects. 2 hours per week.

AD	101	Human Growth & Behaviour I	Wednesday	$40.00
AD	106	Methods and Practice I	Wednesday	$40.00
AD	102	Group Process I	Wednesday	$40.00
AD	201	Human Growth & Behaviour II	Wednesday	$40.00
AD	206	Methods & Practice II	Wednesday	$40.00
AD	202	Group Process II	Wednesday	$40.00
AD	200	Field Instruction I	Wednesday	$40.00
AD	103	Social Services	Wednesday	$25.00
AD	203	Social Service	Wednesday	$25.00

For further details and application forms, contact the Addiction Counsellor Department.

CHILD CARE WORKER DIPLOMA PROGRAMME

The following courses are offered to men and women working full-time in the field of child care work who do not possess the Diploma. The courses listed below begin September 18, 1974, and continue for 30 weeks until May 7, 1975.

CHI	161	Human Growth & Development	Wednesday	3-5 p.m. $40.00
CHI	270	Group Process	Wednesday	3-5 p.m. $40.00
CHI	164	Caring for the Disturbed Child	Wednesday	5-7 p.m. $40.00

CHI	268	Treatment Philosophies	Wednesday	5-7 p.m.	$40.00
CHI	165	Activities with Children	Wednesday	7-9 p.m.	$40.00
CHI	261	Psychopathology of Childhood	Wednesday	7-9 p.m.	$40.00
CHI	272	Working with Families	Wednesday	7-9 p.m.	$40.00
CHI	160	Field Instruction	Wednesday	3-5 p.m.	$40.00
CHI	262	Caring for the Disturbed Child II	Wednesday	3-5 p.m.	$25.00
CHI	171	Introductory Sociology	Wednesday	5-7 p.m.	$25.00

For further information and application forms, contact the Applied Arts Division at 967-1212, Local 637.

CREATING TOGETHER FOR PARENTS AND PRE-SCHOOL CHILDREN — CHI 958

Fee: $25.00, 30 hours

Classes at Grace Church on the Hill and St. James Bond Church. Monday, Tuesday & Thursday, 9:00 to 12:00 noon.
Registration at St. James Bond Church - September 9, 1:30 to 3:00 p.m., and at Grace Church - September 11, 1:30 to 3:00 p.m.

DENTAL TECHNICIAN

The following courses are offered to technicians who are working at present in a dental laboratory or for a dentist. They cover the work as it is presented in the Dental 100 day course.

Theoretical and practical work in these courses is offered for 3 hour sessions for 30 weeks. A fee of $45.00 is charged for each course.

Every attempt will be made to provide each student with the instruction and experience he needs on an individual basis.

Specified nights are subject to change depending on the availability of instructors for the various courses.

DENT	900	Complete Denture Prosthesis	Wednesday	7:00 to 10:00 p.m.	
DENT	901	Practical Denture Construction	Tuesday	7:00 to 10:00 p.m.	
DENT	902	Orthodontics	Thursday	7:00 to 10:00 p.m.	
DENT	903	Crown and Bridge Work	Thursday	7:00 to 10:00 p.m.	
DENT	904	Ceramics and Ceramics to Metal	Monday	7:00 to 10:00 p.m.	
*DENT	905	Applied Science (Dental Materials)	Monday	7:00 to 10:00 p.m.	
*EC	902	Small Business Management	Wednesday	7:00 to 10:00 p.m.	

*Courses marked with an asterisk are compulsory for students who are working toward the Diploma for Dental Technicians.

FOSTER PARENT — CHI 951

Fee: $20.00, 30 hours, 2 1/2 hours per night

September 23 to December 16, 1974

This course is offered with the cooperation of Metropolitan Toronto Children's Aid Society.

HEALTH CARE AIDE PROGRAM

Module 1 — Fee: $22.50 — CARE 900

Thursday, September 5, to November 7, 1974, 9:00 to 12:00 noon or 6:30 to 9:30 p.m.

Module 2 — Fee: $22.50 — CARE 900

Thursday, November 14, 1974 to January 23, 1975, 9:00 to 12:00 noon or 6:30 to 9:30 p.m.

Pre-registration through the Admissions Office; Kensington Campus at 21 Nassau Street, 967-1212, Ext. 608.
For further information contact: Mrs. Joan Thornton, Applied Arts Division at 967-1212, Ext. 637.

YOGA — 900

Fee: $20.00, September 19 to November 21, 1974; 2:00 to 3:00 p.m.
Classes at Forest Hill United Church.
Registration at Forest Hill United Church at 2:00 p.m., September 19, 1974.

ARCHITECTURAL TECHNOLOGY

AIR CONDITIONING CONTROL — AIR 902

Fee: $45.00, 90 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: AIR 901 or equivalent industrial experience.

Covers the basic theory and application of automatic controls as applied to heating, ventilating and air conditioning systems; it is of practical use to engineers, technologists and draftsmen employed with consulting engineers, contractors and automatic control manufacturers.

Course Content: Introduction to automatic control, fundamentals of measurement; electric, electronic and pneumatic control circuits and units; selection of control valves and dampers, typical applications to radiation, central-fan heating, commercial refrigeration, fan-coil units, induction units and year-round air conditioning systems.

FALL [X] WINTER [ ] SPRING [ ]

AIR CONDITIONING DESIGN I — AIR 900

Fee: $45.00, 90 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Covers the basic theory and application of air conditioning system. It is offered for persons who have an interest in the heating and cooling of buildings and wish to acquire a working knowledge of the modern methods used for the design of air conditioning systems for residential and small commercial buildings.

Prerequisite: A reasonable knowledge of mathematics and English at the grade 10 level.

Course Content: Body comfort, air cycles; refrigeration cycle; heat sources and characteristics; psychrometric terms, chart and basic psychrometric processes; cooling and heating load calculations for residences by H.R.A. Manual - J and air conditioning load estimating by ASHRAE methods for small commercial buildings; air distribution, duct design (residential) by H.R.A. Manuals and for commercial application by the Equal Friction Chart; selection and application of self-contained package air conditioning equipment; air conditioning controls; balancing air conditioning systems.

FALL [X] WINTER [ ] SPRING [ ]

AIR CONDITIONING DESIGN II — AIR 901

Fee: $45.00, 90 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems-designs.

Prerequisite: Grade 12 or equivalent industrial experience.

Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning

ARCHITECTURAL DRAFTING - PART I — DR 900

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, sit plans, typical wall section, window details, door details, stair details, fireplace and chimney details, simple structural steel and reinforced concrete details, freehand sketches.

FALL [X] WINTER [X] SPRING [ ]

ARCHITECTURAL DRAFTING - PART II — DR 901

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

An elaboration of topics in Part I and addition of new materials and methods to allow progression to the drawing of a complete set of working drawings for a small industrial building. The emphasis of this course is on the skill development required to produce a set of drawings to the highest standard of delineation.

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.

Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

FALL [X] WINTER [X] SPRING [ ]

BLUEPRINT READING & ESTIMATING — CO 910

Fee: $30.00, 49.5 hours, Campus CL

Tuesday, 8:30 to 1:00 p.m.

Sf particular interest to personnel employed by the local government building departments who are involved in Residential Rehabilitation Assistance and Neighbourhood Improvement programs.

Course Content: Reading architectural, structural, mechanical and electrical drawings for residential construction with particular reference to symbols, conventions and dimensioning required for quantity take off and preparation of estimates; method of measurement of work required in reconstruction, alteration and rehabilitation of residential properties; analysis of prices of various trades including excavation, masonry, carpentry, finishings, roofing, plumbing

drainage and electrical.
FALL [ ] WINTER [ ] SPRING [X]

BLUEPRINT READING FOR THE CONSTRUCTION TRADES DR 931

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Intended for those working in all branches of the building trades and serves as a foundation for further study. It is also of much practical value to those working in conjunction with the building trades. The content of the course includes the basic principles of drawings and a detailed study of blueprints. Credit toward AR DR 10/20.

Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction, plan study, construction details, plan reading and interpretation.
FALL [X] WINTER [X] SPRING [X]

BLUEPRINT READING FOR MECHANICAL/ELECTRICAL CONSTRUCTION TRADES CO 905

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisites: Persons employed in the construction industry and those studying in courses covering the various aspects of the industry.

Course Content: Plan reading and interpretation of architectural drawings, heating and ventilation drawings, plumbing and drainage drawings and electrical drawing with respect to symbols, conventions, systems and general methods of installation.
FALL [X] WINTER [X] SPRING [ ]

BRICKLAYING MAS 900

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Experience or interest in the trade.

Course Content: Bonds, preparation of mortars, layout of different types of walls, piers, pilasters; tools and equipment; types of bricks with characteristics and sizes; sand; sand, lime, and cement; methods of storage; preparation of mortars in cold weather.
FALL [X] WINTER [ ] SPRING [ ]

CABINET-MAKING CAR 900

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Familiarity with the fundamentals of cabinet-making and woodworking machinery.

Course Content: Conditioning and use of hand tools and machines; joints and methods used in cabinet-making; layout and design.
FALL [X] WINTER [ ] SPRING [ ]

CARPENTRY I CAR 901

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Proof of work experience in the construction industry.

Course Content: House framing and roofing, National Building Code.
FALL [X] WINTER [ ] SPRING [ ]

CARPENTRY II CAR 902

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Carpentry I

Course Content: Basic stair design and layout, concrete practice, supervisory responsibilities.
FALL [X] WINTER [ ] SPRING [ ]

COMPUTER PROGRAMMING FOR ENGINEERING TECHNICIANS DR 904

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

An introductory computer course of interest to survey and engineering technicians.

Course Content: Students will learn simple programming on the college time-sharing system with applications made to their own field of interest.
FALL [X] WINTER [ ] SPRING [ ]

CONTRACT PLANNING AND CONTROL FOR CONSTRUCTION CO 904

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

A practical course for all members of the construction industry.

Course Content: Principles of Management, Pre-tender Planning, Basic network, C.P.M. Pert, Bar charts, Cascade Charts, Line of Balance method. Resources and cost control in project management. Introduction to use of computer as an aid to scheduling.

FALL [X] WINTER [ ] SPRING [ ]

CONSTRUCTION METHODS AND MATERIALS CO 901
(Building Construction)

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Course Content: Brick material, masonry, bricks, tiles, etc., doors and windows, light wood framing, foundations, excavation and waterproofing.

FALL [X] WINTER [X] SPRING [ ]

GAS FITTER I HT 902

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: Applicants should have a full Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.

Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations, burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heaters selection (calculations), mixing valves and accessories, gas controls, commercial hot water systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up air heaters and gas-fired air conditioning.

FALL [X] WINTER [X] SPRING [X]

GAS FITTER II HT 140

Fee: $45.00, 90 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II Licence.

Course Content: Properities of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

FALL [X] WINTER [X] SPRING [X]

HEATING HOME COMFORT HT 904

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Designed for upgrading of heating servicemen; applicants must have a minimum of 3 years' related experience.

Course Content: Service diagnosis, electronic air cleaners; wiring, location, installation and service; electrical and controls for heating and cooling on domestic units; power humidifiers: location, installation, operation, and service; air balancing for heating and cooling systems; operation and electrical for two speed fan units.

FALL [X] WINTER [ ] SPRING [ ]

HEATING TECHNICAL SALES HT 903

Fee: $30.00, 60 hours, Campus CL

Wednesday, 9:00 to 12:00 noon

This course is designed to upgrade technical representatives and salesmen in the heating industry.

Prerequisite: Relevant employment.

Course Content: Heat loss calculation and duct design, codes and regulations as required for estimating costs and proper sizing of equipment and accessories.

FALL [X] WINTER [ ] SPRING [ ]

OIL BURNER I (Commercial and Industrial) HT 901
COMMERCIAL AND INDUSTRIAL OIL BURNERS

Fee: $45.00, 90 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

This course is designed to prepare students to write the examination for Oil Burner Licence Class I.

Prerequisite: Oil Burner Licence Class II.

Course Content: Properties of commercial fuel oil, types of burners, preheaters, burner selections, fuel gas analysis, combustion control, non-programming sequence, programming schematic piping and wiring diagrams of combustion systems, tank installations, service analysis and regulations.
FALL [X] WINTER [ ] SPRING [ ]

OIL BURNER II HT 131

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Approximately 50% theory and 50% shop; designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.

Prerequisite: HT 130 or satisfactory experience.

Course Content: Theory of combustion, types of burners, fuel units, transformers, combustion changers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.
FALL [X] WINTER [X] SPRING [ ]

OIL BURNER III HT 130

Fee: $20.00, 30 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Approximately 40% theory and 60% shop; designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.

Prerequisite: Grade 10 or working with associated trades.

Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.
FALL [X] WINTER [X] SPRING [ ]

PLANE SURVEYING - A.C.S.T.T.O. Credit SURV 101

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: MATH 100

Course Content: Importance of surveying, correction for measured distances, use of simple distance-measuring equipment; measurement of angles with transit; differential trigonometric, profile and cross-section levelling; type, adjustments and use of levels, problems; methods of stadia, problems, topographical surveys, contour lines, direction of line, magnetic meridian and declination, isogonic chart, azimuth and bearing of a line, traverse surveys and computations, closing a traverse by latitudes and departures, traverse computations of topographic map; construction surveys, municipal surveys, grades, methods of setting grades; horizontal circular curves, theory, computations, field practice; demonstration of modern survey equipment.
FALL [X] WINTER [ ] SPRING [ ]

PLUMBING BASIC PLUM 900

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Measuring pipe, pipe materials, drainage terms, fundamentals of drainage design, stack terms, footings and terminals, traps and trap seal loss, vents and venting, wastes, sizing, prohibited fittings and connections.
FALL [X] WINTER [ ] SPRING [ ]

PLUMBING DESIGN AND INSTALLATION PLUM 904

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Preparation for Master Plumber standing.

Prerequisite: Journeyman's licence or Ontario Certificate of Qualification.

Course Content: Review of legislation relevant to the construction industry; examination, discussion and interpretation of the Ontario Plumbing Code; Mathematics and Physics are necessary to understand design problems. Discounts, overhead and profit applications.
FALL [X] WINTER [X] SPRING [ ]

PLUMBING DESIGN ENGINEERING I — PLUM 903

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

To provide design draftsmen, plumbing foremen and plumbers with the fundamentals of plumbing and drainage design and the basic understanding of principles and practices used in plumbing engineering.

Course Content: Roof and area drainage, manhole and catch basins, flow-in open channels and conduits, water pipe sizing, flow coefficients, demand flow; hot water generators and storage tanks, water hammer, sewage pit sizing and pump selection, pump controls, heads and curves, selection of plumbing fixtures, locations for soil waste and vent stacks.

FALL [X] WINTER [ ] SPRING [ ]

PLUMBING INTERMEDIATE — PLUM 901

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Stack, wet loop and circuit venting, stack elevation work, grease and oil interceptors, sewage tanks, floor drains, drain plans, water services and meters, B.T.U.'s, pressures and heads.

FALL [X] WINTER [ ] SPRING [ ]

PLUMBING QUALIFICATION — PLUM 902

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

A refresher course in general plumbing theory and code (Provincial) for those required to write the Ontario Certificate of Qualification examination.

FALL [X] WINTER [X] SPRING [X]

PROPANE GAS — AP 902

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Designed to prepare students to write the examination for the Propane Gas Fitter Licence.

Prerequisite: Grade 10 or equivalent.

Course Content: Properties of propane gas, basic requirements for

field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliances, storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, review of basic domestic gas burner controls and heating system, review of the domestic hot water heater.

FALL [X] WINTER [ ] SPRING [ ]

QUANTITY SURVEYING - PART I AND BUILDING CONSTRUCTION ESTIMATING — CO 101

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Designed for small builders and those wishing to commence studies for Canadian Institute of Quantity Surveyors examinations.

Course Content: Mathematics related to take off, general methods and procedures for taking off quantities for excavation; site work, concrete, formwork, reinforcement, brick and block masonry, and rough carpentry.

FALL [X] WINTER [ ] SPRING [ ]

REFRIGERATION - PART I (Basic) — REF 900

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Employment in the refrigeration industry or some allied trade.

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

FALL [X] WINTER [X] SPRING [ ]

REFRIGERATION - PART II (Intermediate) — REF 901

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Successful completion of REF 900 or equivalent experience.

Course Content: Review of fundamentals, defrosting methods, compressor drives, instruments and meters, piping and refrigerant lines, pressure drops, heat calculations, refrigerated enclosures, survey of refrigeration applications, humidity in refrigeration, cooling load calculations, secondary refrigerants, liquid cooling, absorption systems, codes and by-laws, safety precautions.

FALL [X] WINTER [X] SPRING [ ]

REFRIGERATION - PART III REF 902

Fee: $45.00, 90 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

To prepare the student to write the Certificate of Qualification examination.

Prerequisite: REF 901.

Course Content: Roof top condensers, piping systems, brines, pumps, chillers, centrifugal compressors, heat pumps, symbols, starts and contractors, packaged units, humidifiers, dehumidifiers, spray apparatus, ponds, air cleaning equipment, electronic and curtain; odour control, load calculation commercial and air conditioning, selection of equipment, pneumatic systems, control circuitry, trouble shooting, safety.

FALL [X] WINTER [ ] SPRING [ ]

REINFORCED CONCRETE DESIGN STR 218

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: The theory of mechanics of reinforced concrete design such as modules of elasticity, moments of reaction, shear and bending; design of reinforced concrete components including footings, beams, solid, ribbed and stair slabs, web reinforcement, bar schedules and bar placement; working stress and ultimate strength design methods.

FALL [X] WINTER [ ] SPRING [ ]

SHEET METAL DESIGN AND INSTALLATION SM 903

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Preparation for Master Sheet Metal Worker standing.

Prerequisite: Currently employed in the sheet metal industry with a journeyman standing.

Course Content: Labour legislation in relation to the construction industry - city by-laws, underwriters, definition of terms applied to heating and air conditioning, use of N.W.A. and A.C.A. manuals for heat loss and heat gains, pipe sizing and location of outlets and inlets in residential installation, types of fans, air flow and types of instruments used, calculations in ventilation requirements, heating and pipe sizing by velocity, use of charts and tables.

FALL [X] WINTER [ ] SPRING [ ]

SHEET METAL PATTERN DRAFTING - PART I SM 900

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Designed primarily for apprentices who require upgrading. The layout method is predominantly in parallel line, with some radial line development.

FALL [X] WINTER [ ] SPRING [ ]

SHEET METAL PATTERN DRAFTING - PART II SM 901

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Stresses radial line development, with some parallel line of flat surfaces and is intended to assist the apprentice to upgrade to the intermediate level.

FALL [X] WINTER [ ] SPRING [ ]

SHEET METAL PATTERN DRAFTING - PART III SM 904

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Course Content: This level of pattern drafting covers the triangulation method of development. The course is geared to apprentices who require this training for upgrading purposes.

FALL [X] WINTER [ ] SPRING [ ]

SHEET METAL THEORY SM 907

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Course Content: This is a general refresher course in sheet metal theory for those required to write the Ontario Certificate of

Qualification. It is also accepted for apprenticeship upgrading.
FALL [X] WINTER [ ] SPRING [ ]

CREDIT COURSES TOWARDS CERTIFICATION FOR STATIONARY ENGINEERING

Each of the following courses is of 60 hours duration and will encompass as many modules as can be accommodated. Each course has a fee of $30.00 and is conducted at Casa Loma Campus - 7:00 to 10:00 p.m.

Stationary Engineering - 1st Class	Wednesday
Stationary Engineering - 2nd Class	Thursday
Stationary Engineering - 3rd Class	Thursday
Stationary Engineering - 4th Class	Tuesday

STEAMFITTING QUALIFICATION STEA 902

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Course Content: A refresher course in general steamfitting theory for those required to write the Certificate of Qualification examination.
FALL [X] WINTER [X] SPRING [X]

STRUCTURAL STEEL DESIGN AND DETAILING STR 122

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Force systems, force analysis of structures, stress, strain, shear and moment in beams; design of columns, beams, bolted and welded connections.
FALL [X] WINTER [ ] SPRING [ ]

WARM AIR HEATING AND AIR CONDITIONING (Domestic) HT 900

Fee: $45.00, 90 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

For persons who have a general knowledge of house construction and the problems relating to domestic heating, and persons who may be connected with the heating industry who wish to acquire a working knowledge of the basic and more advanced techniques involved in the design and application of warm air heating and air conditioning systems and equipment.

Prerequisite: Grade 10 or equivalent.

Course Content: Heat loss and heat gain calculations by H.R.A. methods; components, equipment and controls for heating and cooling, system specifications, zoning and duct sizing by H.R.A. manuals - "A" and No. 9, use of the Equal Friction Charts; uses of the Psychrometric Chart; humidification and dehumidification, the heat pump, air cleaning, system balancing.
FALL [X] WINTER [ ] SPRING [ ]

ATHLETIC COURSES

APPLIED UNDERWATER SCIENCE AUS 900

Fee: $45.00, 51 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Court Content: This course is open to anyone with the ability to swim. Covers all aspects of snorkeling and scuba and leads to certification; Open water dives and trips south. All equipment is supplied.
FALL [X] WINTER [X] SPRING [X]

FITNESS INSTRUCTOR FIT 901

Fee: $45.00, 90 hours, Campus CL

Certification:	Credit in FIT 100A	Introduction to Fitness Testing
	Credit in FIT 101A	Introduction to Anatomy
	Credit in HEAL 100	Health Studies

Prerequisite: Must be employed in health spa at time of enrolment.

Course Content: Designed to train fitness instructors in: Fitness testing; Anatomy; Health studies.
FALL [ ] WINTER [ ] SPRING [X]

GENERAL FITNESS FIT 800

Fee: $25.00, 24 hours, Campus CL

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed according to the test results, working specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the six-week program, there is the retest, which is important in determing the improvement made.
FALL [ ] WINTER [X] SPRING [ ]

SKI CONDITIONING SKI 800

Fee: $25.00, 24hours, Campus CL

Monday & Wednesday, 7:00 to 9:00 p.m.

Course Content: A conditioning program; a physical fitness test is given and fitness program designed.
FALL [X] WINTER [ ] SPRING [ ]

YOGA YOGA 900

Fee: $20.00, 24 hours, Campus CL

Wednesday, 7:00 to 9:00 p.m.

Course Content: Designed to qualify students to teach hatha, yoga, pranayama breathing exercises, relaxation therapy, and meditation. Certification is granted at the completion of the course.
FALL [X] WINTER [X] SPRING [ ]

AUDIO VISUAL COURSES

AUDIO GENERAL A.V. 907

Fee: $60.00, 60 hours, Campus T

Monday & Wednesday, 6:00 to 9:00 p.m.
FALL [ ] WINTER [ ] SPRING [X]

BASIC AUDIO PRODUCTION TECHNIQUES A.V. 923

Fee: $90.00, 60 hours, Campus T

Monday & Wednesday, 6:00 to 9:00 p.m.

Course Content: To provide a good understanding of sound, acoustics, microphones, magnetic recording and other audio techniques. Studio and location techniques will be considered. Extensive practical work will be undertaken, including the preparation of slide-sound programs. Of particular interest to those working in the audio visual field.
FALL [X] WINTER [X] SPRING [X]

BASIC CINEMATOGRAPHY A.V. 922

Fee: $90.00, 60 hours, Campus T

Tuesday & Thursday, 6:00 to 9:00 p.m.

Course Content: To introduce the student to the many stages involved in producing a film. The student will prepare a simple script, decide camera positions and lighting requirements, and then photograph a

single concept instructional film, in 16 mm. He/she will edit the resulting prints, and cut the camera negative to match the resulting work print, from which an answer print will be obtained. Some of the single concept films made during the course will have sound added. Of particular interest to those working in the audio visual field.
FALL [X] WINTER [X] SPRING[X]

BASIC PHOTOGRAPHY A.V. 904

Fee: $30.00, 30 hours, Campus CL

Tuesday, 6:30 to 9:30 p.m.

Course Content: To familiarize students with the requirements for basic photography. As this is an introductory course, the student will learn how to use simple cameras, determine correct exposure, arrange lighting and select the correct type of film. Black and white film development and the production of prints will follow.
FALL [X] WINTER [X] SPRING

CREATIVE FILM WORKSHOP A.V. 905

Fee: $60.00, 60 hours, Campus T

Tuesday & Thursday, 6:00 to 9:00 p.m.
FALL [ ] WINTER [ ] SPRING [X]

PHOTOGRAPHY A.V. 920

Fee: $90.00, 60 hours, Campus CL

Monday & Thursday, 6:00 to 9:00 p.m.

Course Content: To introduce the student to basic photographic technology, while providing as much practical experience as possible. Short illustrated talks on both photographic theory and technology will be followed by practical application of the principles discussed. Students will use various types of cameras, and will undertake black and white processing, proof-printing and enlarging. Of particular interest to those working in the audio visual field.
FALL [X] WINTER [ ] SPRING [ ]

TELEVISION TECHNIQUES A.V. 924

Fee: $90.00, 60 hours, Campus T

Monday & Wednesday, 6:00 to 9:00 p.m.
FALL [ ] WINTER [X] SPRING [ ]

BUSINESS & COMMERCE

*For further information on starting dates and times, call 967-1212, Ext. 549.
NOTE: all courses are to be registered at Teraulay Campus.

ACCOUNTING I — ACC 100

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Course Content: Fundamental principles of accounting; the entire bookkeeping cycle, including journals, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivalbe, inventory valuation, fixed assets and depreciation, natural resources and depletion; the voucher system; notes and interest; payroll accounting.
FALL [X] WINTER [X] SPRING [ ]

ACCOUNTING II — ACC 101

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Course Content: Partnerships: formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies: organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds; investments; departmentalization and control; manufacturing accounting.
FALL [X] WINTER [X] SPRING [X]

ACCOUNTING IN AN EDP ENVIRONMENT — EDP 912

Fee: $30.00, 45 hours, Campus T

Tuesday, 6:00 to 9:00 p.m.

Course Content: Accounting principles of which data processors must have a working knowledge.
FALL [X] WINTER [ ] SPRING [ ]

ACCOUNTING - McBee — ACC 900

Fee: $50.00, 60 hours, Campus T

Monday & Wednesday, 7:00 to 10:00 p.m.
FALL [X] WINTER [X] SPRING [ ]

ADVERTISING — BC 102

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Course Content: An orientation course looking at advertising from the marketing, communications and consumer viewpoints. Stress will be placed on: What advertising is, the position of advertising in our society, the psychology behind advertising. Advertising as it exists in the framework of both marketing and communications. A comprehensive study of the various types of media. Advertising planning and management.
FALL [X] WINTER [X] SPRING [ ]

ADVERTISING - (ACA's PRACTICAL COURSE IN CANADIAN ADVERTISING) — BC 102

Fee: $100.00, 25 hours, Campus T

Wednesday, 5:30 to 8:00 p.m.

Prerequisite: Currently employed in marketing or advertising, or formal studies in these areas.

This is the course that was prepared by the Association of Canadian Advertisers for use in undergraduate and post graduate business administration programs, at the college and university level.

Course Content: The strengths and limitations of advertising as an economic part of the company's marketing mix; planning and evaluation of creative strategy and execution; planning and evaluation of media strategy and execution; the role and services of an advertising agency; modern research resources and techniques; governmental and legal constraints; social and economic aspects.
FALL [X] WINTER [ ] SPRING [ ]

ART AND ANTIQUES AS INVESTMENTS — BC 907

Fee: $45.00, 48 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

The course is designed for beginning and advanced collectors of art and antiques. It will also be of value to those operating antique businesses and those who are involved in estate evaluations.

Course Content: Investments principles, cources of supply, the changing market place, expert opinions for identification of silver, oriental rugs, glass, furniture and 20th centure art. Lecturers will vary according to the special fields and, where possible, either

samples will be brought to the class or the class will go to local dealers and/or galleries.

FALL [X] WINTER [X] SPRING [ ]

AUTOMOBILE INSURANCE INS 807

Fee: $30.00, 30 hours, Campus T

Thursday, 5:30 to 8:00 p.m.

Course Content: Insurance of personal and commercial motor vehicles; policy forms, legislation, rating and underwriting.

FALL [X] WINTER [X] SPRING [ ]

BASIC TYPEWRITING - LUMISONIC TYP 900

Fee: $26.00, 40 hours, Campus T

One hour per night - four nights per week - ten weeks.

An intensive course in keyboard typewriting, taught using the lumisonic system; designed to develop quickly a high keyboard typing speed.

Course Content: Keyboard with emphasis on posture, good stroking, rhythm and correct fingering; speed and accuracy using modern, programmed instructional techniques; designed as a first step towards a keypunch operators course.

FALL [X] WINTER [X] SPRING [X]

BOOKKEEPING ACC 152

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

NOTE: Credit subject for Canadian Institute of Quantity Surveyors.

Course Content: Starting a bookkeeping system; recording transactions affecting balance sheet amounts; recording transactions affecting income and expense amounts; the income statement and the balance sheet; journalizing, posting and taking a trial balance; the six-coloumn work sheet; closing entries and post-closing trial balance; special journals and subsidiary ledgers; bank reconciliations; the eight-column work sheet with adjusting and closing entries, and financial reports.

FALL [X] WINTER [X] SPRING [X]

BOOKKEEPING MACHINES BM 148A

Fee: $55.00, 120 hours, Campus T

Monday & Wednesday, 7:00 to 10:00 p.m.

To introduce students to machine accounting procedures and to develop an operating speed which will be acceptable to industry.

Prerequisite: Grade 10 and a typewriting speed of at least 35 w.p.m.

Course Content: Instruction and practice in machine operation through the use of pre-recorded tapes and practical exercises; accounts receivable, accounts payable, journal distribution and payroll are taught, using the following machines: National Cash Model 3300 - Burroughs Sensimatic Models F.1100, F.6100 - Olivetti-Underwood Model 1502 - Monroe-President Model 145B - Smith Corona Marchant Model 602.

FALL [X] WINTER [ ] SPRING [ ]

BURGLARY AND FIDELITY INSURANCE INS 905

Fee: $35.00, 36 hours, Campus T

Tuesday, 5:30 to 8:30 p.m.

Course Content: Definitions, policy conditions robbery insurance; burglary insurance; theft insurance; broad form coverage; safe deposit box policies; fidelity, forgery; package policies; store burglary and robbery; underwriting; rating; claims.

FALL [X] WINTER [ ] SPRING [ ]

BUSINESS INTERRUPTION INSURANCE INS 911

Fee: $35.00, 36 hours, Campus T

Monday, 5:30 to 8:30 p.m.

Course Content: Terminology; insured perils; policy periods - indemnity period; American vs British approach; insurable interest; earnings insurance no co-insurance; gross earnings; insurance; profits insurance; loss adjustment.

FALL [X] WINTER [ ] SPRING [ ]

BUSINESS LAW BMDP 919

Fee: $50.00, 25 hours, Campus T

Monday, 5:30 to 8:00 p.m.

This course will give the businessman or woman a basic understanding of some of the points of law that arise frequently in business.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Contracts, conditional and absolute sales contracts; employee relations, negotiable instruments, partnerships; corporations, leases; bankruptcy; mechanics liens; patents; trade marks.

FALL [X] WINTER [X] SPRING [ ]

BUSINESS MANAGEMENT — BUS 900

Fee: $45.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

A course for people in junior and middle management positions.

Course Content: Organizational structure and its relation to the behavioural sciences and communications; decision-making process under risk and uncertainty; planning, analysis and control. A management-by-objectives approach will be used, with lectures, group discussions and case studies.

FALL [X] WINTER [ ] SPRING [ ]

CALCULATORS — BM 901

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

The aim is to develop competent calculator operators with an acceptable operating speed and the ability to solve mathematical and business problems using the calculator as the problem-solving tool.

Prerequisite: Grade 10 plus an acceptable typewriting speed.

Course Content: Instruction and practice to develop efficient 10-key and full keyboard operation in all phases of addition, subtraction, multiplication and division as related to practical business problem-solving.

FALL [X] WINTER [ ] SPRING [X]

CASUALTY COVERS — INS 909

Fee: $35.00, 36 hours, Campus T

Tuesday, 5:30 to 8:30 p.m.

Course Content: Glass insurance; Surety bonds; Boiler and Machinery insurance; Aviation insurance; Aviation aircraft liability insurance; underwriting and rating; miscellaneous coverages.

FALL [X] WINTER [X] SPRING [X]

COBOL I — EDP 101

Fee: $30.00, 45 hours, Campus T

Tuesday, 6:00 to 9:00 p.m. or Saturday, 9:00 to 12:00 noon

Course Content: Language mechanics of COBOL; writing programs to solve business type problems; emphasis on documentation of programs.

FALL [X] WINTER [ ] SPRING [ ]

COMMERCIAL AND COMPANY LAW — INS 906

Fee: $35.00, 36 hours, Campus T

Monday, 5:30 to 8:30 p.m.

Course Content: Commercial law; historical analysis of Canadian practice and procedure; Quebec's legal system; Courts and their jurisdiction; the law of contract; form of contract; principal and agent; company and partnership law; the Bills of Exchange Act; the Bankruptcy Act.

FALL [X] WINTER [X] SPRING [X]

DATA PROCESSING MATHEMATICS — EDP 914

Fee: $30.00, 45 hours, Campus T

Thursday, 6:00 to 9:00 p.m.

Course Content: Examines selected topics in mathematics useful in data processing.

FALL [X] WINTER [ ] SPRING [ ]

DICTAPHONE — BM 905

Fee: $30.00, 60 hours, Campus T

Monday & Wednesday or Tuesday & Thursday 6:00 to 9:00 p.m.

Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11), plus a typing speed of 45 w.p.m.

Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

FALL [X] WINTER [X] SPRING [X]

EFFECTIVE COMMUNICATION BMDP 911

Fee: $50.00, 25 hours, Campus T

Wednesday, 5:30 to 8:00 p.m.

Prerequisite: Grade 12 or equivalent standing.

Course Content: The meaning of communication; common problems; "it's a two-way street"; verbal and written communication; etc.
FALL [X] WINTER [X] SPRING

EFFECTIVE SUPERVISION ADMINISTRATION BMDP 909

Fee: $50.00, 25 hours, Campus T

Monday, 5:30 to 8:00 p.m.

This course provides administrative supervisors with problem-solving techniques and includes tips on managing high-talent personnel

Prerequisite: Grade 12 or equivalent standing.

Course Content: Identifying the role of the supervisor; analyzing problems; organizing and planning; the human factor; information flow; evaluating operations and controlling activities.
FALL [X] WINTER [X] SPRING [ ]

EFFECTIVE USE OF E.D.P. BMDP 922

Fee: $50.00, 25 hours, Campus T

Monday, 5:30 to 8:00 p.m.

This course gives participants an appreciation of the use of E.D.P. service in small and medium sized business and provides a background for intelligent evaluation and selection of, and negotiation with, a data processing service bureau.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Appreciation of and determining need for E.D.P.; evaluation service bureaus; use of E.D.P. in sales analysis; accounts receivable, accounts payable; inventory payroll.
FALL [X] WINTER [X] SPRING

FIRE PREVENTION AND PROTECTION INS 910

Fee: $35.00, 36 hours, Campus T

Thursday, 5:30 to 8:30 p.m.

Course Content: Principles and practice of fire extinguishment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.
FALL [X] WINTER [ ] SPRING [ ]

FORKNER SHORTHAND - SPEED DEVELOPMENT SHF 200

Fee: $30.00, 60 hours, Campus T

Monday & Wednesday, 6:00 to 9:00 p.m.

For persons desiring to develop facility in writing Forkner shorthand at speeds up to 120 w.p.m.

Prerequisite: Completion of theory level, plus grade 12 English or equivalent, and 45 w.p.m. in typewriting.

Course Content: Development of facility in writing and reading shorthand notes within the 3,000 word high-frequency range which makes up 97% of all ordinary dictation material; practice in transcribing notes at the typewriter.
FALL [X] WINTER [ ] SPRING [ ]

FORKNER SHORTHAND - THEORY SHF 100

Fee: $55.00, 120 hours, Campus T

Tuesday & Thursday, 6:00 to 9:00 p.m.

Provides a basis for the development of speed in writing shorthand.

Prerequisite: Grade 12 English or equivalent and a minimum of 35 w.p.m. in typewriting.

Course Content: Principles of the system; extensive dictation. The average student can attain speeds of up to 80 w.p.m. in this course.
FALL [X] WINTER [X] SPRING [X]

GENERAL OFFICE PRACTICE OP 149

Fee: $45.00, 90 hours, Campus T

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: 30 w.p.m. in typing. A good command of English is

essential.

To acquaint the student with general business procedures, and help him/her acquire the necessary skills and attitudes for business life.

Course Content: Office procedures and related topics - filing, purchasing, and accounting routines, rapid calculation through the use of business machines.

FALL [X] WINTER [ ] SPRING [X]

HUMAN RELATIONS BMDP 910

Fee: $50.00, 25 hours, Campus T

Tuesday, 5:30 to 8:00 p.m.

Covers the many areas where an understanding of people is essential.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Understanding people; selection and induction; training; morale; communications; performance appraisal; discipline; leadership.

FALL [X] WINTER [X] SPRING [ ]

IBM/370 ASSEMBLER I EDP 102

Fee: $30.00, 45 hours, Campus T

Monday, 6:00 to 9:00 p.m., or Saturday, 9:00 to noon.

Course Content: IBM/370 architecture; components of the IBM/370 series of computers. Topics include hardware and software features, programming in Assembler language.

FALL [X] WINTER [ ] SPRING [ ]

INTRODUCTION TO DATA PROCESSING EDP 900

Fee: $30.00, 45 hours, Campus T

Wednesday 6:00 to 9:00 p.m., or Saturday 9:00 to noon.

Course Content: Overview of business data processing; study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

FALL [X] WINTER [ ] SPRING [ ]

INVENTORY CONTROL PHD 201

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.
FALL [ ] WINTER [X] SPRING [ ]

KEYPUNCH & VERIFIER EDP 170

Fee: $70.00, 125 hours, Campus T

Monday to Friday, 4:00 to 6:30 p.m.

Designed to bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work.

Prerequisite: Grade 10 plus 35 w.p.m. in typing or a pass mark on the I.B.M. keypunch operator's test.

Course Content: 20 taped lessons prepared by I.B.M. for Keypunch Models 024, 026, 029, 059, and 056 Verifier; Univac Verifier punch and Verifying interpreting punch; N.C.R. Key to Tape Encoder; the operation and names of the various parts of the machines.

FALL [X] WINTER [X] SPRING [X]

LEGAL OFFICE PRACTICE OP 203

Fee: $65.00, 150 hours, Campus T

Tuesday & Thursday, 6:00 to 9:00 p.m.

Prerequisites: A good facility in any shorthand, English at the Grade 12 level or equivalent, and 45 w.p.m. in typing.

Course Content: Legal correspondence, dockets, entries and accounts, legal forms and various methods of diaries, reminders and filing systems; real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters; civil litigation, court documents, actions, matters, appeals, wills, incorporating an Ontario company.

FALL [X] WINTER [ ] SPRING [ ]

LIABILITY INSURANCE INS 903

Fee: $35.00, 36 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Course Content: Law of Negligence to the various types of general liability insurance; personal liability; premises, property and

operations; products liability; professional liability.
FALL [ ] WINTER [X] SPRING [X]

LOSS ADJUSTMENTS AND CLAIMS SETTLEMENTS INS 908

Fee: $35.00, 36 hours, Campus T

Wednesday, 5:30 to 8:30 p.m.

Course Content: Adjusting in general, the adjuster's obligations, ethics; the contract; relationships; subrogation; aids to implementing adjustments; Insurance Crime Prevention Bureau, guiding principles; first party claims; third party claims; public liability insurance; products liability; professional liability; bond claims.
FALL [X] WINTER [ ] SPRING [ ]

MACHINE SHORTHAND - SPEED DEVELOPMENT SHM 200

Fees: $45.00, 90 hours, Campus T

Monday & Wednesday, 6:00 to 9:00 p.m.

Develop facility in writing shorthand at speeds up to 120 w.p.m. and transcribing notes in acceptable, mailable form.

Prerequisite: SHM 100 or equivalent, plus grade 12 English or equivalent, and 45 w.p.m. in typewriting.

Course Content: Continuation of SHM 100.
FALL [X] WINTER [ ] SPRING [ ]

MACHINE SHORTHAND - THEORY SHM 100

Fee: $65.00, 150 hours, Campus T

Monday & Wednesday, 6:00 to 9:00 p.m.

Provide a basis for the development of speed in shorthand.

Perequisite: Grade 12 English or equivalent.

Course Content: Theory of machine shorthand, common short-forms and and phrases; dictation; facility in note-taking from material of limited vocabulary.
FALL [X] WINTER [ ] SPRING [ ]

MANAGEMENT FOR RESULTS BMDP 925

Fee: $50.00, 25 hours, Campus T

Wednesday, 5:30 to 8:00 p.m.

Examines the whole process of management. The role of the manager,

on basic principles and on advanced concepts such as green lighting, motivation, job enrichment, and management by objectives.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Fundamental principles of management; modern concepts of motivation; management by objectives.
FALL [X] WINTER [X] SPRING [ ]

MARKETING MARK 100

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 12 or equivalent.

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
FALL [X] WINTER [ ] SPRING [ ]

MARKETING FOR MANUFACTURERS BMDP 902

Fee: $50.00, 25 hours, Campus T

Tuesday, 5:30 to 8:00 p.m.

Stresses the influence of the consumer and the interdependence of the various marketing elements.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Product development; pricing; selection of marketing channels; training and compensation of salesmen; determining advertising policy.
FALL [X] WINTER [X] SPRING [ ]

MARKETING FOR THE MIDDLEMAN BMDP 903

Fee: $50.00, 25 hours, Campus T

Wednesday, 5:30 to 8:00 p.m.

Discusses through 24 case studies the principal marketing problems that face distributors today.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Market analysis; product selection, customer service; pricing; sales cost analysis; distribution systems; etc.
FALL [X] WINTER [X] SPRING [ ]

MARKETING FOR THE TOURIST INDUSTRY BMDP 901

Fee: $50.00, 25 hours, Campus T

Monday, 5:30 to 8:00 p.m.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Economic aspects of tourism; promoting convention business; developing a community promotion program; handling of tourists and visitors in retail stores, restaurants, motels, service stations.

FALL [X] WINTER [X] SPRING [ ]

MEDICAL OFFICE PRACTICE OP 205

Fee: $55.00, 120 hours, Campus T

Tuesday & Thursday, 6:00 to 9:00 p.m.

Prerequisites: Grade 12 English; typing speed of 45 w.p.m.
80 w.p.m. in any shorthand system;
ANAT 100 (Medical Terminology)
ANAT 100 may, however, be waived under certain circumstances.

Course Content: To further develop typing skills with emphasis on handling the daily routine of a doctor's office - including appointments, correspondence, patient files and medical forms, OHIP and Workmen's Compensation forms, and the assignments involved when part of a hospital dicta-typing pool.

FALL [X] WINTER [X] SPRING [ ]

MICROFILM FOR YOUR BUSINESS MICRO 900

Fee: $45.00, 30 hours, Campus T

Tuesday, 6:00 to 9:00 p.m.

Course Content: Advanced microfilming techniques; demonstration of representative microfilm applications; advantages and disadvantages of various microforms; objective analysis of equipment in terms of specific applications.

FALL [X] WINTER [X] SPRING [ ]

PERSONNEL MANAGEMENT BMDP 912

Fee: $50.00, 25 hours, Campus T

Thursday, 5:30 to 8:00 p.m.

Directed towards employee relations techniques.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Selection and training; pay setting methods; performance appraisal; morale; delegation of authority; dealing with unions.

FALL [X] WINTER [X] SPRING [ ]

PHYSICAL DISTRIBUTION SYSTEMS PHD 102

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.
FALL [ ] WINTER [X] SPRING [ ]

PITMAN SHORTHAND - REFRESHER COURSE SH 900

Fee: $45.00, 90 hours, Campus T

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory.

Course Content: Quick review of the principles of Pitman shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

FALL [X] WINTER [X] SPRING [ ]

PITMAN SHORTHAND - SPEED DEVELOPMENT SHP 200

Fee: $45.00, 90 hours, Campus T

Tuesday & Thursday, 6:00 to 9:00 p.m.

To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.

Prerequisite: SHP 100 or equivalent, and 45 w.p.m. in typewriting, plus grade 12 English or equivalent.

Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

FALL [X] WINTER [X] SPRING [ ]

PITMAN SHORTHAND - THEORY SHP 100

Fee: $65.00, 150 hours, Campus T

Tuesday & Thursday, 6:00 to 9:00 p.m.

Prerequisite: Grade 12 English or equivalent.

Course Content: Theory of Pitman shorthand, common short-forms and phrases; development of a high frequency vocabulary common to all dictation.

FALL [X] WINTER [ ] SPRING [ ]

PLANNING FOR PROFITS BMDP 920

Fee: $50.00, 25 hours, Campus T

Wednesday, 5:30 to 8:00 p.m.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Management information in the profit and loss statement; balance sheet; working capital and cash: Where did it go?; the profit plan; decision-making; break-even point analysis.

FALL [X] WINTER [X] SPRING [ ]

PRINCIPLES AND PRACTICE OF INSURANCE INS 900

Fee: $35.00, 36 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Course Content: Introduction to insurance; History of insurance, risk theory, insurance principles, Insurance Acts, government regulation, structure of insurance industry, and basic underwriting and claims practices.

FALL [X] WINTER [X] SPRING [X]

PRINCIPLES AND PRACTICE OF MARINE INSURANCE INS 923

Fee: $35.00, 36 hours, Campus T

Wednesday, 5:30 to 8:30 p.m.

Course Content: Functions of marine insurance; marine insurance and trade; marine insurance markets; associations; Lloyds; insurance accounts; types of policies; policy form; insured perils; assignments; losses; adjustment; Hull insurance clauses, Institute Time clauses, Canadian and American clauses, Cargo clauses, other frequently used clauses; floating policies, open covers; reinsurance; Marine Insurance Act: York-Antwerp Rules; average adjusters.

FALL [X] WINTER [ ] SPRING [ ]

PROPERTY INSURANCE INS 901

Fee: $35.00, 36 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Course Content: Introduction to property insurance: basic contracts,

Insurance Acts, licensing , underwriting and claims settlement; personal lines coverages: fire and supplemental contract, house holders, homeowners, personal articles and miscellaneous personal lines coverages.

FALL [ ] WINTER [X] SPRING [X]

PROPERTY LOSS ADJUSTMENT INS 912

Fee: $35.00, 36 hours, Campus T

Thursday, 5:30 to 8:30 p.m.

Course Content: Obligations of the insured and insurance company in event of loss; the adjuster - his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; coinsurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages; special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

FALL [X] WINTER [X] SPRING [X]

PSYCHOLOGY OF PROFESSIONAL SELLING BMDP 900

Fee: $50.00, 25 hours, Campus T

Thursday, 5:30 to 8:00 p.m.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Needs, characteristics, and behaviours of prospects and customers; illustrates how this knowledge can be used for more effective selling.

FALL [X] WINTER [X] SPRING [ ]

PURCHASING BMDP 916

Fee: $50.00, 25 hours, Campus T

Tuesday, 5:30 to 8:00 p.m.

Designed to emphasize certain fundamentals of purchasing that may be applied to any manufacturing business with the object of avoiding costly errors and building a more profitable operation.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Determination of needs by function; delivery; quality and price; supplier selection and evaluation; value analysis; refinements in purchasing.

FALL [X] WINTER [X] SPRING [ ]

SHORTHAND - ADVANCED SPEED LEVEL SH 901

Fee: $30.00, 60 hours, Campus T

Saturday, 9:30 to 12:30 p.m.

Prerequisite: The ability to write 120 w.p.m.

Course Content: Dictation of business letters, legal and literary matters, jury charges, court testimony; emphasis on the basic techniques required to attain high speeds in shorthand; high speed phrasing and short cuts.
FALL [X] WINTER [X] SPRING [ ]

STARTING AND OPERATING A BUSINESS BMDP 921

Fee: $50.00, 25 hours, Campus T

Thursday, 5:30 to 8:00 p.m.

Prerequisite: Grade 12 or equivalent standing.

Course Content: Personal inventory; analysis of the community; location study; buy or start a business; adequate capital; marketing; personnel management.
FALL [X] WINTER [X] SPRING [ ]

TYPING & OFFICE PRACTICE OP 101

Fee: $40.00, 60 hours, Campus T

Monday & Wednesday or Tuesday & Thursday, 6:00 to 9:00 p.m.

Open to those students who have either successfully completed channel six in room B of the Lumisonic course or to those who have a net speed of at least 25 w.p.m.

Prerequisite: 25 w.p.m. in typewriting.

Course Content: Speed development; instruction in setting up material most common to all offices; working knowledge of banking service, mail handling, mail classification and duplicating processes. Speed objectives: 40 w.p.m.
FALL [X] WINTER [X] SPRING [X]

TYPING SPECIAL TYP 902

Fee: $40.00, 64 hours, Campus T

Monday to Thursday 6-8 p.m. or 5-7 or 7:30-9:30
Monday & Wednesday 6-9 p.m. or Tuesday & Thursday 6-9 p.m.

Course Content: Electric typewriters designed for persons with

previous typing experience; remedial and corrective drills and sustained timed writings. Speed objectives: 50 w.p.m.
FALL [X] WINTER [X] SPRING [X]

TYPEWRITING (Advanced Typewriting) TYP 152

Fee: $45.00, 90 hours, Campus T

Monday & Wednesday or Tuesday & Thursday, 6:00 to 9:00 p.m.

Prerequisite: 25 w.p.m. or OP 100.

Course Content: Practical typing of tabulation-tables, and financial statements; centering of menus, programs, announcements; business letters - essential business forms; erasures and corrections; squeezing and spreading; duplicating. Speed objectives: 40 w.p.m.
FALL [X] WINTER [X] SPRING [X]

TYPEWRITING A (Beginning Typewriting) OP 100

Fee: $45.00, 90 hours, Campus T

Monday & Wednesday or Tuesday & Thursday 6:00 to 9:00 p.m.

Prerequisite: Basic knowledge of English.

Course Content: Touch system (posture, good stroking, rhythm and correct fingering); names, care, and proper manipulation of the parts of the machine; rules of syllabication and capitalization; introduction to basic centering, tabulation and letters. Speed objectives: 25 w.p.m.
FALL [X] WINTER [X] SPRING [X]

WAREHOUSING PHD 103

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.
FALL [ ] WINTER [X] SPRING [ ]

ELECTRICAL/ELECTRONICS

ADVANCED TELEVISION SERVICE TECHNIQUES ELTC 911

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisites: Applicants must be engaged full time in television servicing. There will be a short qualifying test at registration.

Course Content: This course deals with modern TV fault-finding

techniques based on increased knowledge of circuit operation and proper use of test equipment.

FALL [X] WINTER [ ] SPRING [ ]

CABLE TELEVISION PRACTICE (Basic) ELTC 913

Fee: $30.00, 60 hours, Campus T

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Recommendation of employer.

Course Content: Introduction to T.V.; sync and composite signals; B & W and color; modulation, channel allocation, antennas; cable distribution: antenna site location, system layout, amplifiers, splitter, tap offs, drops; coax cable characteristics, DB, VSWR, losses and reflection; amplifiers: tube and transistorized, wideband, single channel, main line, distribution and extender; line construction: clearance, safety, handling, splices; tap offs; installation of amplifiers and passive devices; customer relations; fault finding and interference.

FALL [X] WINTER [X] SPRING [ ]

COLOUR TELEVISION ELTC 909

Fee: $30.00, 60 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.

Course Content: Principles of the colour TV system; colour receiver circuits: RF and IF circuits, video, sync, voltage supply circuits, band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuites; servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

FALL [X] WINTER [ ] SPRING [ ]

COMPONENT TECHNOLOGY ELTC 306

Fee: $30.00, 60 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: The following O.A.C.E.T.T. subjects or equivalent are required: Math II, Electrical Fundamentals and A.C. circuits.

Course Content: Aimed at the designer, the Quality Control Technician, the Buyer in Purchasing, etc.; aspects of selection of different types

of discrete non semiconductor components, commonly used in the Electronics Industry; cost, reliability, behaviour under different environments; Resistors, VDR's, NTC's, PTC's, LDR's, Capacitors, Varactors, Transformers, Inductors, Relays and Protective devices. The course will be given at the T.A.P. and A.T.E.C. level.

FALL [X] WINTER [ ] SPRING [ ]

COMPUTER SYSTEMS ELTC 906A

Fee: $30.00, 45 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: TAP 201 or equivalent.

Course Content: Basic programming concepts; machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer; interfacing; I/IO bus., peripheral controls; laboratory work, programs in assembler language, construction of interface units.

FALL [ ] WINTER [X] SPRING [ ]

ELECTRICAL APPRENTICE REVIEW EL 900

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.

Course Content: Theory, code and equipment over the entire area of apprentice training.

FALL [X] WINTER [X] SPRING [X]

ELECTRICAL CONSTRUCTION - PART I EL 907

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Grade IO or the equivalent.

Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss; power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

FALL [X] WINTER [X] SPRING [X]

ELECTRICAL CONSTRUCTION - PART II — EL 908

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: EL 907 or the equivalent.

Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.
FALL [X] WINTER [X] SPRING [X]

ELECTRICAL CONTROL & PROTECT - DRAFTSMEN — ELDR 903

Fee: $20.00, 30 hours, Campus T

Days to be determined.
FALL [ ] WINTER [ ] SPRING [X]

ELECTRICAL DISTRIBUTION - DRAFTSMEN — ELDR 903

Fee: $20.00, 30 hours, Campus T

Days to be determined.
FALL [ ] WINTER [ ] SPRING [X]

ELECTRICAL DRAFTING (Basic) — EL 903
A.T.E.C. Program (Approved)

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.
FALL [X] WINTER [ ] SPRING [X]

ELECTRICAL FUNDAMENTALS — EL 905
A.T.E.C. Program (Approved)

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Math 100.

Course Content: Basic electrical concepts; simple D.C. circuits,

power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A. C. circuits.
FALL [X] WINTER [ ] SPRING [ ]

ELECTRICAL LAYOUTS AND SPECIFICATION FOR ELECTRICAL DRAFTSMEN — ELDR 901

Fee: $20.00, 30 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisites: Electrical Machines, Electrical Control and Protection, Electrical Distributions, Electrical Lighting and heating.

Course Content: Layouts: access, repair and maintenance, co-ordination; electrical equipment: transformers, switchgear, large motors; electrical equipment rooms, control rooms, relay panels, terminal racks; drawings: a typical electrical equipment room, bills of material and use of manufacturer's catalogues; engineering law.
FALL [X] WINTER [ ] SPRING [ ]

ELECTRICAL LIGHTING AND HEATING FOR ELECTRICAL DRAFTSMEN — ELDR 902

Fee: $20.00, 30 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: Electrical Theory for Electrical Draftsmen or Equivalent.

Course Content: Lighting: calculations; luminaires: lamps; incandescent, and gaseous discharge; selection of luminaires: luminaire and lighting layouts; electric heating; calculations, heating loads, heater types and selection; heating control, layout and layout drawings.
FALL [X] WINTER [ ] SPRING [ ]

ELECTRICAL MACHINES FOR DRAFTSMEN — ELDR 905

Fee: $20.00, 30 hours, Campus T

Days to be determined.
FALL [ ] WINTER [X] SPRING [ ]

ELECTRICAL THEORY FOR ELECTRICAL DRAFTSMEN — ELDR 906

Fee: $20.00, 30 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisites: Grade 10 plus electrical drafting experience or equivalent.

Course Content: Ohm's law; series and parallel circuits; D.C. theory, A.C. theory; resistance; reactance, power, power factor; single and three phase operation; principles of transformers, generators, motors; calculations of voltage drop, current ratings, electro-mechanical conversions.

FALL [X] WINTER [ ] SPRING [ ]

ELECTRONIC FUNDAMENTALS - PART I — ELTC 900

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Course Content: Energy; electricity; resistors and conductors; cells and batteries;voltage; current and resistance; Ohm's law; electric power; D.C. circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; A.C. source; vectors; reactance; impedance; resonance; A.C. power; electric meters; transformers, resonant cirucits; A.C. circuits.

FALL [X] WINTER [X] SPRING [ ]

ELECTRONIC FUNDAMENTALS - PART II (Radio) — ELTC 901

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Successful completion of ELTC 900.

Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; biode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor oscillators; sime-conductors data sheets.

FALL [X] WINTER [X] SPRING [ ]

ELECTRONIC FUNDAMENTALS - PART III (Radio) — ELTC 902

Fee: $30.00, 60 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Successful completion of ELTC 901.

Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; servicing automobile receivers; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits; blocking oscillators; multi-vibrators.

FALL [X] WINTER [ ] SPRING [ ]

ELECTRONIC FUNDAMENTALS - PART IV (Television) — ELTC 903

Fee: $30.00, 60 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Successful completion of ELTC 902.

Course Content: Sawtooth generators; flip-flop; binary counters; decimal counters; clippers; limiters; shapers; triggering circuits; gating circuits; television system requirements; tuner circuits; VHF tuners; video OF section; video amplifiers; picture tubes; sound channels; sync signals; sync circuits and DC restorers; sweep oscillators; sweep amplifiers; high voltage supplies; UHF tuners; antennas; transmission lines; compoete television receivers; servicing techniques.

FALL [X] WINTER [ ] SPRING [ ]

ELECTRONIC FUNDAMENTALS A.T.E.C. — ELTC 904

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Thorough knowledge of electronic fundamentals and radio receiver circuitry.

Course Content: Modern electron theory; semiconductor physics; junction transistors; transistor characteristics; transistor amplifiers, transistor oscillators, transistor radio receivers, transistors in television; receivers; transistors in electronic circuits, transistor developments; servicing transistor circuits. Laboratory work will form part of the course.

FALL [X] WINTER [ ] SPRING [ ]

ESTIMATING FOR THE ELECTRICAL TRADE EL 901

Fee: $30.00, 60 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.

Course Content: Plan analysis; take-off procedure; transferring and pricing; labor units; installation only projects; adjustments for working conditions; cable poles; pull boxes; labor cost variables; non-productive labor; incidental and direct job cost; electric heating loads.

FALL [X] WINTER [X] SPRING [ ]

HYDRO-ELECTRIC POWER COMMISSION REGULATIONS EL 902

Fee: $30.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: At least fifth term apprentices, or journeymen.

Course Content: Authority, interpretations, use of the index, application of regulations.

FALL [X] WINTER [X] SPRING [X]

INDUSTRIAL ELECTRONIC CONTROLS - PART I EL 910

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.

Course Content: Basic principles; study of AC theory; vector analysis; introduction to electronics; types of electronic tubes, amplifiers, tube circuitry, and applications; phantrons, thyratrons, solid state devices and shopwork.

FALL [X] WINTER [ ] SPRING [X]

INDUSTRIAL ELECTRONIC CONTROLS - PART II EL 911

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: EL 910.

Course Content: Power supplies; principle of timers; welding timers; current control with gas tubes; solid state devices; thyratron contactors, ignitron contactors; phase shifting; welder heat control; resistance welders; sequence weld timers, synchronous weld timers; shopwork.

FALL [X] WINTER [ ] SPRING [ ]

INDUSTRIAL ELECTRONIC CONTROLS - PART III EL 912

Fee: $30.00, 60 hours, Campus CL

Saturday - 6 hours.

Prerequisite: EL 911.

Course Content: Photoelectric relays; heat controls; light dimming controls; principle of speed and voltage regulators; speed regulators for small DC motors; voltage control for DC and AC generators; single phase and polyphase power rectifiers; oscillators; inverters; induction heaters; dielectric heaters; high speed light relays; register control; servomechanisms; shopwork.

FALL [X] WINTER [ ] SPRING [ ]

INTRODUCTION TO ACOUSTICS ACU 200

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Course Content: Heat; characteristics of wave and wave motion; fluids. Emission & transmission of sound waves; velocity of sound; change in velocity of sound with change in temperature and humidity; physiology of the human ear; physiology of the speech mechanism; hearing speech & hearing loss; speech chain; psychological effects of sound and noise; sound and music; measurement of sound and noise.

FALL [X] WINTER [ ] SPRING [ ]

INTRODUCTORY ETV AND BROADCAST MAINTENANCE ELTC 915

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Fundamental knowledge of electronics.

Course Content: Theory and techniques as applicable to closed television circuit operations found in broadcast studies, educational television,community cable television centers, and related fields; vu-meters, audio distribution system and amplifier testing; equalization, turntables, (T.T.), magnetic recording and playback systems; equipment evaluation, audio consoles, intercommunication and public address requirements; video distribution systems and amplifiers; monochrome and color signal evaluation; video monitors; synchronization

methods; switchers and effects generators; studio and telecline cameras; camera tubes; 16 mm telecine film projectors; basic test equipment and system evaluation; measurement techniques.

FALL [X] WINTER [ ] SPRING [ ]

LIGHTING FUNDAMENTALS EL 904

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Course Content: Nature of light; the eye and the relationship between light and sight; lighting terms; laws and controls; light measurement and meters; light sources, its production and characteristics, including incandescent, gaseous discharge and fluorescent lamps; luminaire data consisting of general, photometric, electrical and mechanical characteristics; illumination design including zonal-cavity calculations for industrial buildings, offices and schools; store lighting, exterior residential lighting; cost analysis to include lamp economics, lighting system ownership and operating costs.

FALL [X] WINTER [ ] SPRING [ ]

LOGIC ELTC 906 (TAP 201)

Fee: $30.00, 45 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Prerequisite: ELTC 904 or equivalent, background knowledge of transistor theory.

Course Content: Logic circuits; register circuits; Boolean algebra; arithmetic circuits; codes and error detection; A/D and D/A conversion; laboratories.

FALL [X] WINTER [ ] SPRING [ ]

VIDEO TAPE RECORDERS THEORY AND MAINTENANCE ELTC 912

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Fundamental knowledge of electronics.

Course Content: Theory of video tape recording principles; magnetic recording process; tape magnetization; single track, multitrack, vertical and slanted tracks; signal modulation and demodulation systems; pre-emphasis and de-emphasis, de-emphasis requirements; FM signal differentiation; low pass filter; white clipper; limiter; d-c restoration; servo-operation; basic editing and color signal recording

principles.

FALL [X] WINTER [ ] SPRING [ ]

ENGINEERING

ABOVE KNEE AMPUTATIONS PROS 900

Fee: $25.00, 40 hours, Campus CL

Monday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: Currently engaged as technicians in the prosthetics field.

Course Content: Theory: Anatomy, Physiology, Pathology; indications for amputation; prescriptions, charts, and knee mechanisms; Practice: negative casts, positive casts, modifications, preparation for laminate, vacuum lay-up, manufacturing shins, alignment, transfer, finishing processes.

FALL [X] WINTER [X] SPRING [ ]

ADVANCED RESIN TECHNOLOGY (Module I) CHEM 902

Fee: $25.00, 45 hours,

Tuesday, 7:00 to 10:00 p.m.

Course Content: Unsaturated Polyesters: Raw materials, properties of liquid uncatalized resins; quality control; Alkyd Resins: Raw materials, manufacturing methods, testing and sampling; types and properties of alkyd resins; curing mechanisms; alkyd calculations, Patton K. Factor; molecular weight, gel point; melamine and urea resins; Epoxy Resins: Raw materials, types of resins.

FALL [X] WINTER [ ] SPRING [ ]

ADVANCED RESIN TECHNOLOGY (Module II) CHEM 903

Fee: $45.00, 45 hours,

Tuesday, 7:00 to 10:00 p.m.

Course Content: Polyurethane resin; Chemistry: Relationship between polymer structure and properties in urethanes; Analysis and characterization of polyurethanes; Polyurethane Coatings; Nature of acrylates: Definitions, commercial processes for acrylates, economics, trends; Acrylics; Emulsion: Nature of emulsions, types of emulsions and applications, emulsification and emulsion polymerization, emulsion ingredients; emulsion technology.

FALL [X] WINTER [X] SPRING [ ]

AUTOMATIC CONTROL PRINCIPLES I — INST 200

Fee: $30.00, 60 hours, Campus K

Days and times to be announced.

Prerequisite: INST 100, INST 101, or previous industrial instrumentation experience.

Course Content: Concept of a control loop; control loops in block and schematic diagrams; types of controllable responses, control modes, controller alignment procedures; dynamic loop characteristics.

FALL [X] WINTER [X] SPRING [ ]

BASIC CLOCK REPAIRING — WATCH 903

Fee: $45.00, 90 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Theory: Pendulums and balance wheels as frequently occuring; alarm, striking and chiming mechanism. Shop: replacing of mainsprings, staffs, suspension springs, fitting of bushings, hole closing, reaming and uprighting, pivoting, clock cleaning, setting up escapements.

FALL [X] WINTER [ ] SPRING [ ]

BASIC & FUNCTIONAL ANATOMY — PROS 902

Fee: $40.00, 30 hours, Campus CL

Tuesday, 7:00 to 9:30 p.m.

Course Content: Functional anatomy of the human body including musculoskeletal system, blood circulation, bone structure, terminology; human locomotion and body movements.

FALL [X] WINTER [X] SPRING [ ]

BASIC INSTRUMENTATION ELECTRONICS — INST 900

Fee: $30.00, 60 hours, Campus K

Monday, 7:00 to 10:00 p.m.

Designed for pneumatic instrumentation personnel who wish to study the basic fundamentals of electronic instrumentation.

Course Content: A.C. and D.C. Theory; circuit analysis; test instruments; electron tube and transistor theory; thermoelectricity; potentiometers, pyrometers, calibration and troubleshooting.

FALL [X] WINTER [X] SPRING [ ]

BELOW KNEE AMPUTATIONS — PROS 901

Fee: $25.00, 40 hours, Campus CL

Monday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: Currently engaged as technicians in the prosthetics field, plus completion of PROS 900.

Course Content: Theory: Anatomy, Physiology, Pathology, indications for amputation, prescriptions, and charts; Practice: Negative casts, positive casts, modifications, preparation for laminate, vacuum lay-up, manufacturing shins, alignment, transfer, finishing processes.

FALL [X] WINTER [X] SPRING [ ]

BENCHWORK — MACH 140C

Fee: $20.00, 30 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: MACH 140A and 140B or equivalent.

Course Content: Care and use of hand tools - hammers, files, chisels and hacksaws; related machine operations - drilling, reaming, tapping, counterboring, bandsawing, band filing and bank welding.
*Note: 140A, 140B, and 140C can be taken separately or consecutively. Together they form an introductory course that is a prerequisite for all machine shop courses.

FALL [X] WINTER [ ] SPRING [ ]

BLOW MOULDING — PL 906

Fee: $20.00, 30 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: PL 902 or equivalent industrial experience.

Course Content: Systems; manifolds; valves; accumulators; dies, moulds, programming; clamping systems; post treatment; maintenance, troubleshooting, testing quality control.

FALL [X] WINTER [X] SPRING [X]

BLUEPRINT READING FOR IRONWORKERS ENDR 950

Fee: $20.00, 30 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: The projection system, principal views, dimensioning, tolerances, scales, sectional views, sketching, and a study of basic structural blueprints.

FALL [X] WINTER [ ] SPRING [ ]

BLUEPRINT READING FOR THE MACHINE TRADE ENDR 910

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Orthographic and pictorial drawing systems; freehand sketches of machine parts using multiview, isometric and oblique projections; blueprint reading: The interpretation of industrial blueprints including notes, specifications, dimensions, tolerances, & surface finish.

FALL [X] WINTER [ ] SPRING [ ]

BLUEPRINT READING FOR MILLWRIGHTS - PART I ENDR 912

Campus CL,

Tuesday, 7:00 to 10:00 p.m.

Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques; three-view drawing system; principal views and single auxiliary views; main types of commonly used sectional views; freehand engineering sketching of parts; basic dimensioning principles and the theory of manufacturing tolerances; surface finishes; symbols used, surface guage plates, applications to products; screw threads; specifications, basic forms, how to show on drawings.

FALL [X] WINTER [ ] SPRING [ ]

BLUEPRING READING FOR MILLWRIGHTS - PART II ENDR 913

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Part I - ENDR 912 or equivalent.

Course Content: Auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes including casting, forging, moulds, machining, and material specifications; welding symbols commonly used as per Canadian Welding Society Standards; structural steel symbols, dimensioning techniques and standard shapes; structural layouts using symbols and bill of

material; piping drawings, symbols, piping code, line diagrams in single line and isometric; standard hardware used in piping installations; theory of drives, spur & bevel gearing, couplings, "V" belts, hydraulics; use of industrial catalogues; the study of shop and field installation drawings.

FALL [X] WINTER [ ] SPRING [ ]

BLUEPRINT READING FOR THE WELDING TRADE ENDR 572

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Orthographic and pictorial drawing systems; freehand sketching; sketches of welded parts using multiview projection, and basic dimensioning principles; blueprint reading: a study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices; the interpretation of welding symbols as specified by the Canadian Welding Society.

FALL [X] WINTER [ ] SPRING [ ]

BUSINESS EQUIPMENT SERVICING - PART I BES 900

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 with mechanical aptitude and preferably employed in the business machines field.

Course Content: Checking; troubleshooting; analysis of mechanisms and their operations; assembling and disassembling procedures of the major machine parts.

FALL [X] WINTER [ ] SPRING [ ]

BUSINESS EQUIPMENT SERVICING - PART II BES 901

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10 or employed in the business machine industry.

Course Content: Theory of adding machines, tape; reading troubleshooting; repairing, adjusting, checking and replacement of parts such as printing mechanism, stop section, rack units, power unit and accumulation units.

FALL [X] WINTER [ ] SPRING [ ]

COATINGS TECHNOLOGY CHEM 901

Fee: $45.00, 75 hours,

Intended to assist paint industry employees, who have only recently entered the paint and allied raw materials industries.

Course Content: Extender pigments; white prime pigments; inorganic and organic coloured pigments; oils for paint, alkyd resins, solvents, driers and paint additives; trade sales finishes; exterior finishes for houses and buildings; calculations for formulation; industrial finishes; cellulose derivatives and lacquers; corrosion and chemical-resistant finishes; ink technology; powder coatings, surface preparation; methods of application; paint manufacture and testing, future trends in coatings; practical lab work.

FALL [X] WINTER [ ] SPRING [ ]

COMPUTER CONTROL PRINCIPLES I INST 203

Fee: $30.00, 60 hours, Campus K

Days and times to be announced.

Prerequisite: Mathematics and electronic background.

Course Content: Introduction to binary concepts; principles of digital logic; the rules for logical manipulation; digital systems and subsystems; Boolean algebra.

FALL [X] WINTER [X] SPRING [ ]

DIE DESIGN I - A.T.E.C. Program (Approved) ENDR 140

Fee: $45.00, 90 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: ENDR 901 or equivalent.

Course Content: Freehand sketching and machine drafting of basic blanking, piercing, cut-off and bending dies.

FALL [X] WINTER [ ] SPRING [ ]

DIE DESIGN II - A.T.E.C. Program (Approved) ENDR 240

Fee: $45.00, 90 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: ENDR 140 or equivalent.

Course Content: Freehand sketching and machine drafting of advanced blanking, piercing and bending dies. Introduction to basic draw dies.

FALL [X] WINTER [ ] SPRING [ ]

DRAWING AND SKETCHING ENDR 801

Fee: $25.00, 20 hours, Campus CL

Monday, 7:00 to 9:00 p.m.

Course Content: Aimed at the hobbyist and takes a practical approach to the fundamentals of drafting and sketching. Students are encouraged to selct their own projects.

FALL [X] WINTER [ ] SPRING [ ]

EDDY CURRENT TESTING I TEST 901

30 hours, Campus CL

Course Content: Introduction and testing philosophy; test principles, applications and capabilities; equipment, testing techniques, calibration.

FALL [X] WINTER [ ] SPRING [ ]

ELECTRIC WATCH SERVICE WATCH 900

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Practicing watchmaker.

Course Content: Introductory electricity & electronics; servicing of Hamilton Cal. 500, Timex 861, 881, 900, 41, and 71 models, Caravelle Cal. 12 OUC, Landeron Cal. 4750, Dynotron ESA 9150-54, 9157-58 and selected Japanese models.

FALL [X] WINTER [ ] SPRING [ ]

ELECTRONIC INSTRUMENTATION INST 101

Fee: $30.00, 60 hours, Campus K

Days and times to be announced.

Prerequisite: A.C. and D.C. fundamentals.

Course Content: Application and calibration of electronic sensing and transmitting devices; transmission systems; recorders, transducers and controllers.

FALL [X] WINTER [X] SPRING [ ]

ELECTRONIC WATCHES - RESONATOR TYPE WATCH 905

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Watch 900 or approval of the course supervisor.

Course Content: Introductory electronics; Accutron models 214, 218, 221, 230, ESA calibres: 9164, 9180, 9190 and 9200.
FALL [X] WINTER [ ] SPRING [ ]

EXTRUSION PL 902

Fee: $20.00, 30 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

A prerequisite for other plastics courses.

Prerequisite: PL 901 or equivalent industrial experience.

Course Content: Operating principles; components and nomenclature; drive systems, screw design, heating and cooling; instrumentation and control, maintenance, multi-screw extruders.
FALL [X] WINTER [X] SPRING [X]

FORMING AND FABRICATING OF THERMOPLASTICS PL 900

Fee: $45.00, 90 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Forming; welding; cementing/machining, engraving/decorating and finishing of thermoplastic materials.
FALL [X] WINTER [ ] SPRING [ ]

GENERAL MACHINE SHOP MACH 906

Fee: $45.00, 90 hours, Campus CL

Monday & Wednesday, 7:00 to 10:00 p.m.

Course Content: Theory and practical assignments in shop mathematics; benchwork; drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.
FALL [X] WINTER [X] SPRING [ ]

INDUSTRIAL RADIOGRAPHY I TEST 903

Fee: $50.00, 45 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Electromagnetic spectrum, velocity, frequency, and wavelength of light; generation of x-rays and gamma rays; mathematics of radiography; radiographic sensitivity; aids to radiographic sensitivity; film; densitometry; sensitometry; exposure charts; darkroom procedures and processing of film; records and standards; radiation protection; radiographic techniques; film interpretation.
FALL [X] WINTER [ ] SPRING [ ]

INJECTION MOULD DESIGN - A.T.E.C. Program (Approved) ENDR 924

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Industrial experience in the Tooling or Plastics industries.

Course Content: Principles of Injection Mould Design involving technical sketching, conventional practices, and design problems. Practical studies in the plastics shop.
FALL [X] WINTER [ ] SPRING [ ]

INJECTION MOULDING PL 905

Fee: $20.00, 30 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: PL 902 or equivalent industrial experience.

Course Content: Injection; clamping; hydraulic systems; electrical controls; heating and cooling; maintenance and troubleshooting.
FALL [X] WINTER [X] SPRING [X]

INSTRUMENTATION INST 130/131

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Employed in Instrumentation or an associated field.

Course Content: Applied physics; pressure, level, flow, temperature measuring devices; pneumatic and electronic transmitters, recorders, and controllers; final control elements, valve sizing, analytical

instruments.

FALL [X] WINTER [X] SPRING [ ]

INTRODUCTION TO PLASTICS — PL 901

Fee: $20.00, 30 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Course Content: Thermosets and reinforced thermosets; polystyrenes, vinyls, polyolefins, engineering thermoplastics, reinforced thermoplastics; converting processes; designing with plastics.

FALL [X] WINTER [ ] SPRING [ ]

JIG & FIXTURE DESIGN I - A.T.E.C. Program (Approved) — ENDR 130

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 9:00 p.m.

Prerequisite: ENDR 901 or equivalent.

Course Content: Freehand sketching and machine drafting of basic jig and fixture designs, emphasizing current production methods and organization.

FALL [X] WINTER [ ] SPRING [ ]

JIG & FIXTURE DESIGN II - A.T.E.C. (Approved) — ENDR 131

Fee: $45.00, 90 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: ENDR 130 or equivalent.

Course Content: Freehand sketching and machine drafting of advanced jig and fixture designs, emphasizing current production methods and organization.

FALL [X] WINTER [ ] SPRING [ ]

LATHEWORK (Basic) — MACH 141A

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: MACH 140 or equivalent.

Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work.

FALL [X] WINTER [ ] SPRING [ ]

LATHEWORK (Intermediate) — MACH 141B

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: MACH 141A or equivalent.

Course Content: Indicating; four jaw chuck work; taper theory and taper turning; profile turning; spring winding, grinding attachments.

FALL [X] WINTER [ ] SPRING [ ]

LATHEWORK (Advanced) — MACH 141C

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: MACH 141B or equivalent.

Course Content: Thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory.

FALL [X] WINTER [ ] SPRING [ ]

LIQUID PENETRANT AND MAGNETIC PARTICLE INSPECTION — TEST 907

30 hours, Campus CL

Days & fees to be determined.

Course Content: Liquid Penetrant: NDT and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indications; Magnetic Particle Inspection: Principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials; selecting the proper method of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.

FALL [X] WINTER [ ] SPRING [ ]

MEASUREMENT AND LAYOUT MACH 140A and B

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Basic types of measuring tools, gauges, indicators, micrometers, verniers, optical testing tools; surface finish, surface plate, scribers, surface gauge; dividers, punches, rules, calipers, angle plates, squares, vernier height gauges, protractors; indexing; plain and rapid, co-ordinate measurement; sine bar.

FALL [X] WINTER [ ] SPRING [ ]

MEASURING PRINCIPLES INST 100

Fee: $30.00, 60 hours, Campus K

Tuesday, 7:00 to 10:00 p.m.

Course Content: Methods and devices for the measurement of pressure, vacuum, liquid level, fluid flow, temperature, density, viscosity, etc.; calibration and application of transmitting devices.

FALL [X] WINTER [X] SPRING [ ]

MECHANICAL MAINTENANCE - PART I MILL 900A

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Belt drives, chain drives, gears, shafts, keys, coupling, bearings; variable speed transmissions, clutches, brakes and seals.

FALL [X] WINTER [ ] SPRING [ ]

MECHANICAL MAINTENANCE - PART II MILL 900B

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Mill 900A.

Course Content: Basic hydraulic and pneumatic principles; components and circuits; air compressors, conveyor types and components; trouble-shooting and servicing.

FALL [X] WINTER [ ] SPRING [ ]

METALWORK - ORNAMENTAL WELD 909

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design; use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practical shop work consisting of the fabrication of various types of ornamental metal projects.

FALL [X] WINTER [ ] SPRING [X]

MILLING A MACH 142A

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: MACH 140 and 141 or equivalent.

Course Content: Milling machine construction and operation of various types of milling machines; work holding devices; cutters and attachments; speeds, feeds, and safety precautions; flat, angular and form milling; fly cutting, and cutting fluids; basic heat-treatment.

FALL [X] WINTER [ ] SPRING [ ]

MILLING B MACH 142B

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: MACH 142A or equivalent.

Course Content: Theory and practice in the use of dividing head, with special attention to differential and angular indexing gear theory, gear cutting; helical milling theory with special emphasis on mathematical problems in helical milling; jig boring, contour tracing, pantograph and slotting.

FALL [X] WINTER [ ] SPRING [ ]

MOULDMAKING I MACH 901

Fee: $45.00, 90 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: Considerable general machining experience.

Course Content: Safety, mould construction, parts and functions; types of steels used; accuracy, tolerancing; shrink factors; principal

thermoplastics and their applications; specialized hand tools and equipment; finish on moulds, machining mould parts, heat treatment, lapping, assembly and tryout.

FALL [X] WINTER [ ] SPRING [ ]

NUMERICAL CONTROL I — MACH 902

Fee: $30.00, 60 hours, Campus CL

Saturday, 9:00 to 12:00 noon.

Prerequisite: General machining experience.

Course Content: Applications; justification; axes; co-ordinates, quadrants; systems, tapes and codes; programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

FALL [X] WINTER [X] SPRING [ ]

NUMERICAL CONTROL II — MACH 905

Fee: $20.00, 30 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: MACH 904 or previous part programming experience.

Course Content: History; computer assist N/C language; APT and AD-APT systems; hardware, software, AD-APT system structure; AD-APT; co-ordinate system, part geometry, tools-to-geometry relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing, part geometry; tool motion, tool description statements, motion statements, motion termination.

FALL [X] WINTER [X] SPRING [X]

PIPE DESIGN & CALCULATION — ENDR 932

Fee: $20.00, 30 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Calculation of friction losses and pressure drop in various types of pipe; determination of pipe sizing and the use of charts and tables; pumping characteristics.

FALL [X] WINTER [X] SPRING [ ]

PIPE HANGERS, SUPPORTS AND GUIDES — ENDR 934

Fee: $20.00, 30 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Types of commonly used hangers and their applications; calculation of hanger weights; design and use of conventional anchors, guides, and sway braces.

FALL [X] WINTER [X] SPRING [ ]

PIPE STRESS ANALYSIS AND FLEXIBILITY — ENDR 933

Fee: $20.00, 30 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Design allowances for stress caused by the expansion of fluids; flexibility and stress analysis in piping systems.

FALL [X] WINTER [X] SPRING [ ]

PIPE WELDING "A" - UPHILL ARC WELDING — WELD 904

Fee: $60.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators, codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.

FALL [X] WINTER [ ] SPRING [X]

PIPE WELDING "B" - DOWNHILL ARC WELDING — WELD 905

Fee: $60.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: (1) WELD 900, WELD 901, WELD 907 and WELD 902 or WELD 903 or (2) Boiler Inspection Branch (A.S.M.E.) or Canadian Welding Bureau certification for all positions.

Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators; codes; practice welding using the downhill welding technique and cellulose arc welding electrodes.

FALL [X] WINTER [ ] SPRING [ ]

PIPE WELDING "C" - T.I.G./M.M.A. WELD 906

Fee: $70.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Possession of Boiler Inspection Branch (A.S.M.E.) or Canadian Welding Bureau certification for all positions and proficiency in use of low hydrogen electrodes.

Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode classification and selection; testing of welds and operators, codes; setting up and adjusting T.I.G. equipment; tungsten electrodes, shielding gases; practice welding, using the T.I.G. process for the root pass and low hydrogen electrodes for succeeding passes; using carbon steel pipe.

FALL [X] WINTER [ ] SPRING [ ]

PIPING STANDARDS AND CODES PART I ENDR 931

Fee: $20.00, 30 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Piping Codes, Standards, and Material Specifications; interpretation of standards and codes, and their application to process piping engineering practice.

FALL [X] WINTER [X] SPRING [ ]

POLLUTION AND IT'S MANAGEMENT ENDR 906

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Air pollution fundamentals and studies; sources of air pollution, it's effects, control, and management techniques; water pollution fundamentals; sources, analysis and management of industrial wastes; water treatment.

FALL [X] WINTER [X] SPRING [ ]

PROCESS PIPING DRAFTING - A.T.E.C Program (Approved) ENDR 104

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation; piping symbols, fitting, valves, piping standards and classifications; schematics and

flow diagrams; materials, fabrication and simplified piping layout.

FALL [X] WINTER [X] SPRING [ ]

TECHNICAL DRAWING I - A.T.E.C. Program (Approved) ENDR 901

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Course Content: Instruction in the use of instruments, lettering, linework, applied geometry; third angle orthographic projection; oblique and isometric drawings; freehand sketching, conventions and symbols; section, tolerances, limits and fits, surface roughness; gears, cams, pipe fittings and layouts; electrical drawings, symbols and detail; layout and assembly drawings.

FALL [X] WINTER [ ] SPRING [ ]

TECHNICAL DRAWING II - A.T.E.C. Program (Approved) ENDR 902

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: ENDR 901 or equivalent.

Course Content: Bearing types, lubrication, selection; gear types, definitions, formulae; gear trains, application and drawings; cam types, followers, motions, layouts, displacement diagrams, drawings; selection of fasteners, fittings, springs and other standard components; limits and fits; unilateral and bilateral tolerances; classes of fits; geometric tolerances, standard notes and symbols; surface roughness, engineering materials and production methods; jigs, fixtures and guages; practical drawing applications; details, design layouts, assemblies and subassemblies.

FALL [X] WINTER [ ] SPRING [X]

THERMOSET MATERIALS, PROCESSES & DESIGN PL 125

Fee: $45.00, 90 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

This course is offered in three 30 hour segments, one in each of the Fall, Winter and Spring terms.

Course Content: The total of that described for the following three courses which may be taken individually in the Fall, Winter or Spring term.

THERMOSET A — PL 125A
(Forming, Welding & Cementing)

Fee: $20.00, 30 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: History and introduction to polyester and epoxy resins, reinforcements and fillers, composites; cellular plastics; material properties.

FALL [X] WINTER [X] SPRING [X]

THERMOSET B — PL 125B
(Machine & Engraving)

Fee: $20.00, 30 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Theory and application of thermosetting plastics processes - hand lay-up, spray-up, foaming of plastics and compression moulding; pattern and mould making using paper, plaster, wood, reinforced plastics and silicone rubber.

FALL [X] WINTER [X] SPRING [X]

THERMOSET C — PL 125C
(Decorating & Finishing)

Fee: $20.00, 30 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Course Content: Design characteristics for glass fibre reinforced plastics; throw-away tooling; plaster moulds and patterns; reinforced plastic, wood, rubber and metal tooling; cost estimating.

FALL [X] WINTER [X] SPRING [X]

T.I.G. AND M.I.G. WELDING — WELD 910
ALUMINUM & STAINLESS STEEL

Fee: $70.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.

Course Content: Setting up and adjusting T.I.G. and M.I.G. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases, flowmeters; practice welding of light gauge aluminum and stainless steel sheet using the T.I.G. process and welding of aluminum plate using the M.I.G. process.

FALL [X] WINTER [ ] SPRING [ ]

TOOL DESIGN THEORY — ENDR 241

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Experience in Tool Design or Toolmaking.

Course Content: Cutting tool design; process planning; turret and auto lathe layouts; economics; location and clamping theory; practical drafting minimal.

FALL [X] WINTER [ ] SPRING [ ]

ULTRASONIC TESTING I — TEST 900

Fee: $50.00, 30 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: Introduction and testing philosophy; test principles; applications and capabilities; equipment testing techniques, calibration.

FALL [X] WINTER [ ] SPRING [ ]

ULTRASONIC TESTING II — TEST 902

30 hours, Campus CL

Days and fees to be determined.

Course Content: Introduction and testing philosophy; test principles; equipment applications and capabilities; results, records and interpretation; certification procedures and regulatory codes.

FALL [X] WINTER [ ] SPRING [ ]

WATCHMAKING — WATCH 901

Fee: $30.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: Currently employed in the watchmaking industry.

Course Content: Lathe work, balance work, hairspring work, clock work; adjusting complicated watches, preparation for Canadian Jewellers' Association examinations.

FALL [X] WINTER [ ] SPRING [ ]

WELDING - MAINTENANCE — WELD 908

Fee: $35.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: A basic knowledge of welding would be an asset.

Course Content: Maintenance of oxyacetylene and electric arc auxiliary equipment, safety precautions; techniques involved in the joining of a variety of metals, preheat and post-heat procedures; demonstrations and practice in the joining of cast iron, stainless steel, and aluminum; silver brazing, hard facing and building up; oxyacetylene and arc cutting; welding of tubing and pipe to plate; positional welding.

FALL [X] WINTER [ ] SPRING [ ]

WELD TESTING AND INSPECTION — WELD 911

Fee: $30.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: Candidates should have a general knowledge of welding.

Course Content: Inspection duties, welding terms and processes; qualification tests for welders; demonstrations of incorrect welding techniques, using various welding processes to illustrate the development of weld faults, heat-treatment; preparation and testing of weld specimens, using the following standard destructive and non-destructive methods: magnetic particle, microscopic, fluorescent penetrant and dye penetrant; interpretation of radiographs.

FALL [X] WINTER [ ] SPRING [X]

WELDING I — WELD 900

Fee: $35.00, 60 hours, Campus CL

Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: Ability to understand English well enough to absorb instruction.

Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

FALL [X] WINTER [ ] SPRING [X]

WELDING II — WELD 901

Fee: $35.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: WELD 900 or equivalent experience.

Course Content: Theory of alternating and direct current, polarity, arc blow; shielded arc electrodes; classification selection of electrodes; edge preparations, joint design, weld faults, manufacture and storage of oxygen and acetylene; basic welding metallurgy, control of distortion, testing of welds; practice welding in flat, horizontal and vertical positions using oxyacetylene and electric arc equipment.

FALL [X] WINTER [ ] SPRING [X]

WELDING III — WELD 907

Fee: $50.00, 60 hours, Campus CL

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: WELD 900 and WELD 901, or equivalent experience.

Course Content: Selection of electrodes; function of cellulose and low hydrogen electrode coatings; electrode operating characteristics; control of weld faults; set-up and adjustment of machine controls; welding techniques required for "all position" welding; practice welding of fillet and lap joints in all positions using electric arc welding equipment with cellulose and low hydrogen electrodes.

FALL [X] WINTER [ ] SPRING [ ]

WELDING PRE-CERTIFICATION "A" (C.W.B.) — WELD 902

Fee: $60.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Prerequisite: WELD 900, WELD 901, and WELD 907 or equivalent experience.

Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up equipment; testing of welds and operators, codes; practice welding of fillet and butt joints in all positions, using cellulose and low hydrogen electrodes.

FALL [X] WINTER [ ] SPRING [ ]

WELDING PRE-CERTIFICATION "B" WELD 903

Fee: $60.00, 60 hours, Campus CL

Thursday, 7:00 to 10:00 p.m.

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience.

Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators, codes; practice welding of butt joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from butt welds in all positions.

FALL [X] WINTER [ ] SPRING [ ]

FASHION TECHNOLOGY COURSES

GENERAL INFORMATION

Fashion Technology part-time classes are so arranged as to make it possible for interested students to work towards a certificate in a special skill, or a diploma on a part-time basis. Credit unit value of each course is stated where available. Further details may be obtained from the Fashion Technology Division at 967-1212, Ext. 645. Following is a list of the credits required:

DIPLOMAS

FT 102	Jewellery Arts	-- 2-Year Diploma	-- 84 credits
FT 101	Creative Fashions	-- 2-Year Diploma	-- 93 credits
FT 103	Apparel Technology	-- 2-Year Diploma	-- 98 credits
FT 104	Furniture Renovation Technician	-- 2-Year Diploma	-- 74 credits

CERTIFICATES

FT 540	Apparel Design and Pattern Drafting & Styling	-- 41 credits
FT 541	Custom Dressmaking and Alterations	-- 40 credits
FT 542	Industrial Power Sewing	-- 20 credits
FT 543	Fur Business and Manufacturing Techniques	-- 48 credits

*Note: Diploma in Creative Fashions requires 93-96 credits depending on option selected: same with FT 104 (i.e. 74-79 credits).

*Note: All courses 1 night each week unless otherwise noted. Days to be determined.

APPAREL CONSTRUCTION (Elementary) DRES 141
C.U. 4.0

Fee: $30.00, 60 hours, Campus K

7:00 to 10:00 p.m.

Course Content: Projects: shifts of jumpers, skirts (wool) and/or blouses (cotton); measurements, relationship of pattern, style and fabric; laying out of pattern, sewing techniques. The student will provide own material.

FALL [X] WINTER [ ] SPRING [X]

APPAREL CONSTRUCTION (Intermediate) DRES 145
C.U. 8.0

Fee: $20.00, 30 hours, Campus K

7:00 to 10:00 p.m.

Prerequisite: DRES 141 or equivalent.

Course Content: Continuation of DRES 141, including special finishes, patterns and techniques used with knits and stretch fabrics; intimate wear and lingerie. The student will provide own material.

FALL [ ] WINTER [ ] SPRING [X]

APPAREL CONSTRUCTION (Advanced) DRES 151
C.U. 4.0

Fee: $30.00, 60 hours, Campus K

7:00 to 10:00 p.m.

Prerequisite: DRES 145 or equivalent.

Course Content: Projects: detailed dresses, skirts, weskits (lined) and gowns; emphasis on fitting, hand finishes and detail; application of trims, bound button holes, pockets, hand sewn zippers. The student will provide own material.

FALL [X] WINTER [ ] SPRING [X]

APPAREL DESIGN (Elementary) PAT 141
C.U. 4.0

Fee: $30.00, 60 hours, Campus K

7:00 to 10:00 p.m.

Prerequisite: Knowledge of dressmaking.

Course Content: Includes a systematic method of pattern cutting by drafting directly on paper or "on the flat"; drafting the basic

foundation pattern for your figure - type and manufacturing sizes; emphasis on fitting and alteration of patterns; undertaking the basic principles of the craft. You will be able to obtain style effects by designing from a sketch of your original ideas.
FALL [X] WINTER [ ] SPRING [X]

APPAREL DESIGN (Intermediate) PAT 143
C.U. 2.0

Fee: $20.00, 30 hours, Campus K

7:00 to 10:00 p.m.

Prerequisite: DRES 141 or equivalent.

Course Content: Continuation of DRES 141, including special finishes, patterns and techniques used with knits and stretch fabrics; intimate wear and lingerie. The student will provide own material.
FALL [ ] WINTER [ ] SPRING [X]

APPAREL DESIGN (Advanced) PAT 151
C.U. 4.0

Fee: $30.00, 60 hours, Campus K

7:00 to 10:00 p.m.

Prerequisite: PAT 143.

Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling.
FALL [X] WINTER [ ] SPRING [ ]

BASIC CERAMICS CER 101
C.U. 3.0

Fees: $50.00, 60 hours, Campus CL

Monday & Wednesday or Tuesday & Thursday evenings, Tuesday & Thursday mornings or afternoons, Friday mornings or afternoons.

Course Content: Wheel Techniques, Hand Building, Glazing, Decorating and Kiln Work.
FALL [X] WINTER [ ] SPRING [ ]

BASIC CERAMICS CER 151
C.U. 3.0

Second semester portion of CER 101.

Prerequisite: CER 101 or equivalent.

Course Content: As above - Higher levels.
FALL [ ] WINTER [X] SPRING [ ]

ADVANCED CERAMICS CER 201
C.U. 3.0

Fee: $50.00, 60 hours, Campus CL

Prerequisite: CER 151 or equivalent.

Course Content: Advanced classes for CER 151.
FALL [X] WINTER [ ] SPRING [ ]

ADVANCED CERAMICS CER 251
C.U. 3.0

Prerequisite: CER 201 or equivalent.

Course Content: As above - Higher levels.
FALL [ ] WINTER [X] SPRING [ ]

GLAZING CER 900
(non credit)

Fee: $50.00, 60 hours, Campus CL

Friday morning or afternoon.

Course Content: Special techniques for various effects of finishes; firing using various kilns.
FALL [X] WINTER [ ] SPRING [ ]

FASHION ILLUSTRATION (Elementary) PAT 144
(Apparel Design) C.U. 2.0

Fee: $30.00, 60 hours, Campus K

Afternoons.

Prerequisite: Artistic flair and AU 41 (Grade 8).

Course Content: Course in drawing figures and clothing (still and from life) to show fashion, style design, fabric texture in preparation for apparel construction or apparel advertising layouts.
FALL [X] WINTER [ ] SPRING [X]

FASHION ILLUSTRATION (Intermediate) PAT 154
(Apparel Design) C.U. 2.0

Fee: $30.00, 60 hours, Campus K

Afternoons.

Prerequisite: PAT 144.

Course Content: Advanced lessons for commercial applications in fashion art.

FALL [ ] WINTER [ ] SPRING [X]

FUR FASHIONS FUR 145
C.U. 4.5

Fee: $55.00, 60 hours, Campus K

Days only.

Prerequisite: FUR 144 or fur experience.

Course Content: Basic knowledge of fur patterns; tracing, cutting out; parts of pattern; functions; elementary grading up and down; cotton fittings.

FALL [X] WINTER [ ] SPRING [ ]

FUR MANUFACTURING TECHNIQUES I FUR 144
(Elementary) C.U. 8.0

Fee: $30.00, 60 hours, Campus K

Days only.

Prerequisite: Some fur knowledge and AU 42 (Grade 10).

Course Content: Major manufacturing techniques used in today's fur plants; operation of fur sewing machines; elementary use of fur knife in repairing; damping and blocking pelts. Students supply own material to make fur ascot, hat or muff.

FALL [X] WINTER [X] SPRING [ ]

FUR RECOGNITION I FUR 143
(Introduction) C.U. 5.5

Fee: $30.00, 60 hours, Campus K

Days only.

Prerequisite: Instructor's evaluation or AU 42 (Grade 10).

Course Content: To identify furs in common use in all forms as they appear in world markets; facts vs fantasies and fables; care and

expected wearing life; fur conservation and place in ecology; covers the first three of eight fur families; furs displayed and studied; performance recognition tests given; information sheets and readings.

FALL [X] WINTER [ ] SPRING [ ]

FUR RECOGNITION FUR 143A
C.U. 1.0

Fee: $20.00, 30 hours, Campus K

Wednesday, 7:00 to 10:00 p.m.

Familiarity with 70 furs in 200 variations, using real pelts.

FALL [ ] WINTER [X] SPRING [ ]

FURNITURE FINISHING FURN 103

Fee: $30.00, 60 hours, Campus K

Days to be determined.

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac and lacquer.

FALL [ ] WINTER [ ] SPRING [X]

FURNITURE UPHOLSTERY FURN 104

Fee: $30.00, 60 hours, Campus K

Days to be determined.

Course Content: Practical elementary upholstery including: sinuous springing, cutting, power sewing, stuffing, fabric application and trimming.

FALL [ ] WINTER [ ] SPRING [X]

GARMENT ANALYSIS II PAT 140
C.U. 2.0

Fee: $30.00, 39 hours, Campus K

Wednesday, 8:30 to 9:30 p.m.

Course Content: How management and the designer work together (knowledge of parts of the pattern, sales or styling needed).

FALL [ ] WINTER [X] SPRING [ ]

GEMMOLOGY — GEM 167, C.U. 2.0

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Applicants may either be employed in the jewellery industry or be interested in jewellery design as a hobby.

Course Content: Offered in close co-operation with the Gemmological Association of Great Britain. The course is taken during two successive winters and upon successful completion of the two examinations, the Fellowship of the Association will be granted. Materials and books $100.00 per session.

FALL [X] WINTER [ ] SPRING [ ]

INDUSTRIAL POWER SEWING I (Single-Needle Machine) — SEW 141, C.U. 6.0

Fee: $55.00, 120 hours, Campus K

Two afternoons or two evenings a week.

Prerequisite: Instructor's evaluation.

Course Content: Performance objective technique in training to operate the industrial single-needle lockstitch sewing machine as used in Ontario apparel plants and workrooms.

FALL [X] WINTER [X] SPRING [X]

INDUSTRIAL POWER SEWING II (Serger Machine) — SEW 142, C.U. 1.5

Fee: $20.00, 30 hours, Campus K

Afternoon or evening.

Prerequisite: SEW 141.

Course Content: Training in operating single-needle chain-stitch serging machine.

FALL [X] WINTER [ ] SPRING [ ]

INDUSTRIAL POWER SEWING III (Blind-Stitch Machine) — SEW 143, C.U. 1.5

Fee: $20.00, 30 hours, Campus K

Afternoon or evening.

Prerequisite: SEW 141.

Course Content: Training in operating curved-needle blind-stitch machine for apparel or fur industries.

FALL [x WINTER [X] SPRING [X]

INDUSTRIAL POWER SEWING IV (Buttonhole and Button-Sewer Machine) — SEW 144, C.U. 2.0

Fee: $20.00, 30 hours, Campus K

Afternoon or evening.

Prerequisite: SEW 142 or SEW 143.

Course Content: Training in operating professional button-hole machine and button-sewing machine as used in Ontario apparel plants.

FALL [ ] WINTER [X] SPRING [X]

JEWELLERY INTRODUCTION — JWL 160, C.U. 2.0

Fee: $30.00, 60 hours, Campus CL

Every night and Saturday.

Prerequisite: Currently employed in the jewellery industry or hobbyists.

Course Content: Planishing, hard soldering, finishing and polishing of precious metals; elementary jewellery repairs; shaping and forming settings for coloured stones and pearls; transferring designs to metals; cuttlefish casting, centrifugal casting; making models for fast production methods; handmaking of rings, brooches, pendants, earrings and bracelets.

FALL [X] WINTER [ ] SPRING [ ]

JEWELLERY MAKING (Enamelling) — ENA 170, C.U. 2.0

Fee: $30.00, 60 hours, Campus CL

Monday, 7:00 to 10:00 p.m.

Course Content: The study and practice of various techniques in the use of vitreous enamels, such as cloisonne, plique-a-jour and champleve; on copper and fine silver, with emphasis on creative design and setting of delicate pieces into jewellery. For beginner and experienced student.

FALL [X] WINTER [ ] SPRING [ ]

JEWELLERY MAKING (Lapidary) JWL 903

Fee: $30.00, 60 hours, Campus CL

Wednesday, 7:00 to 10:00 p.m.

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dopping procedure, orientation of gem stones, selecting rough material; theory of facet cutting; comparative hardness of materials.

FALL [X] WINTER [ ] SPRING [ ]

JEWELLERY MAKING (Silversmithing) JWL 164 C.U. 4.0

Fee: $30.00, 60 hours, Campus CL

Days to be determined.

Prerequisite: Currently employed in the jewellery industry or hobbyists.

Course Content: The metal, the silversmith's appliances; malleability, fusibility and soldering; exercise bowls, boxes, serviette rings, beakers; teapot, raised and hammered from the blank; coffee pot with cast spout and handle; the decoration of silverwork on chasing, and on pierced work.

FALL [X] WINTER [ ] SPRING [ ]

LADIES' HAIRDRESSING HAIR 900

Lab fee $24.00, Total fee $60.00, 60 hours, Campus K

Monday & Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Ontario Certificate of Qualification and currently employed.

Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

FALL [X] WINTER [X] SPRING [X]

MEN'S CLOTHING I FASH 904 (non credit)

Fee: $30.00, 60 hours, Campus K

Monday, 7:00 to 10:00 p.m.

Prerequisite: Designed for those working in men's apparel stores.

Interest is more important than extensive experience.

Course Content: Taping and measuring; figure description; proper writing-up of orders; fitting and try-ons; some common alterations and markings for made-to-measure.

FALL [X] WINTER [ ] SPRING [ ]

MEN'S HAIRSTYLING BARB 900

Fee: $30.00, 60 hours, Campus K

Wednesday, 7:30 to 10:30 p.m.

Prerequisite: Ontario Certificate of Qualification and currently employed.

Course Content: Practical haircutting, shampoos; discussion on styles, styling and blow waving, tinting, bleaching, processing, razor cutting, hair pieces.

FALL [X] WINTER [ ] SPRING [X]

NEEDLE TRADE TECHNOLOGY I (TIME STUDIES) AT 100 C.U. 2.5

Fee: $50.00, 45 hours, Campus K

Monday, 7:00 to 10:00 p.m.

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.

Course Content: To train foremen and foreladies, supervisors, etc.; to do time and motion studies on cutting and sewing operation; basic theory; stopwatch; time study sheet and board; tachometers; wage rate calculations; case problems; work placement; elements; pick-up and disposal; human element. Students supply own watches and boards.

FALL [X] WINTER [ ] SPRING [ ]

NEEDLE TRADE TECHNOLOGY II (STANDARD DATA) AT 101

Fee: $50.00, 90 hours, Campus K

Monday, 7:00 to 10:00 p.m.

Course Content: Layout and set-up; work station design and efficiency; includes introduction to AT-201.

FALL [X] WINTER [ ] SPRING [ ]

NEEDLE TRADE TECHNOLOGY III (Cutting) — AT 251, C.U. 2.5

Fee: $30.00, 39 hours, Campus K

Tuesday, 6:30 to 9:30 p.m.

Course Content: Knives, layout, markers, for apparel plants (Knowledge of apparel patterns is essential).
FALL [ ] WINTER [ ] SPRING [X]

NEEDLE TRADE TECHNOLOGY IV — AT 162
(Advanced work study - The work factor)

Fee: $50.00, 33 hours, Campus K

Days to be determine.

Prerequisite: AT 100 and/or AT 101 or industrial experience.

Course Content: Variations of MTM Techniques; production control and standards; setting rates; costing.
FALL [ ] WINTER [X] SPRING [ ]

OPERATOR TRAINING — AT 161

Fee: $20.00, 30 hours, Campus K

Thursday, 6:00 to 9:00 p.m.

Prerequisite: Industrial power sewing certificate or equivalent in-plant experience.

Course Content: Teaching techniques for training sewing machine operators in a vestibule environment on specific operations: VTR; audio visual aids; performance objectives.
FALL [ ] WINTER [ ] SPRING [X]

PERSONNEL & INDUSTRIAL RELATIONS I — AT 161, C.U. 1.0

Fee: $50.00, 33 hours, Campus K

Days to be determined.

Prerequisite: Industrial power sewing certificate or equivalent in-plant experience.

Course Content: Teaching techniques for training sewing machine operators in a vestibule environment on specific operations; audio-visual aids; performance objectives.
FALL [ ] WINTER [X] SPRING [ ]

STUFFED TOYS AND ANIMALS — ST 910

Fee: $20.00, 30 hours, Campus K

Tuesday, 7:00 to 10:00 p.m.

Prerequisite: A knowledge of basic sewing.

Course Content: Introduce the proper layout of patterns so that cutting and fitting will coincide in producing a well made product which will necessitate proper stitching, stuffing and invisible finishing; attention to faces, wigs and movable arms; sources of material, manufacture and sale of finished products and possible markets.
FALL [X] WINTER [ ] SPRING [ ]

TAILORING I — DRES 146, C.U. 3.0

Fee: $30.00, 60 hours, Campus K

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: DRES 141 or sewing skills.

Course Content: Ladies' tailoring, sewing techniques, cutting, finishing coats and suits using commercial techniques.
FALL [X] WINTER [ ] SPRING [ ]

TAILORING II — DRES 156, C.U. 8.0

Fee: $30.00, 60 hours, Campus K

Thursday, 7:00 to 10:00 p.m.

Course Content: Operation of power machines; shifts, skirts, blouses, dresses; measurements, commercial patterns; selection of fabrics. Students will provide own fabrics.
*This course is specially designed for applicants with limited facility in English.
FALL [ ] WINTER [ ] SPRING [X]

WEAVING-ADVANCED — FT 910

Fee: $30.00, 60 hours, Campus T

Days to be determined.

Prerequisite: FT 909 Elementary Weaving.

Course Content: An extension of basic handweaving, finger techniques, and overshot weaving, as they apply to home furnishings, drapes,

upholstery, etc.

FALL [ ] WINTER [X] SPRING [X]

WEAVING (Elementary) FT 909

Fee: $55.00, 30 hours, Campus T

Thursday, 7:00 to 10:00 p.m.

Course Content: The basic of hand weaving including practical instruction and theory in plain and twill weave; finger technique, project work and overshot weaving will result as experience is gained on the 27-inch floor looms. Material extra.

FALL [X] WINTER [ ] SPRING [X]

FOOD TECHNOLOGY COURSES

ADVANCED BAKING BK 24

Fee: $55.00, 40 hours, Campus K

Thursday, 6:00 to 10:00 p.m.

Course Content: Application of the basic knowledge of pastry and desserts to the creation of patisserie masterpieces, flamboyant desserts, ice cream bombs, souffles, petits - fours, tortes, gateaux, and sugar creations with the decorative centre pieces; the true art of French pastries and their presentation.

FALL [X] WINTER [X] SPRING [ ]

ADVANCED QUANTITY FOODS FP 131

Fee: $95.00, 60 hours, Campus K

Thursday, 6:00 to 10:00 p.m.

Prerequisite: Basic Practical Cookery (F 900).

Course Content: Application of the basic principles of cooking to the creation of classical dishes of the countries in continental Europe; French classics, famed Italian pastas, Spanish paellas, Russian coulibiacs, Scandinavian smorgasbords, German sauer braten and beer soups, shish kaboobs of Turkey and Greece, bouillabaisse of Marseilles, Indian curries, Japanese suki yaki, nasi goreng of Indonesia.

FALL [X] WINTER [X] SPRING [ ]

APPRECIATION OF WINES, SPIRITS AND LIQUEURS F 807

Fee: $45.00, 40 hours, Campus K

Thursday, 6:00 to 10:00 p.m.

Course Content: Devoted to the knowledge of wines from the standpoint of types, vintage prices, handling, storage, and correct usage in relation to the menu, the glassware, and the serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

FALL [X] WINTER [X] SPRING [ ]

BREAD AND PASTRY CRAFT - BASIC BK 15/16

Fee: $30.00, 60 hours, Campus K

Tuesday, 7:00 to 10:00 p.m.

Course Content: Quick breads, pies and tarts, puddings, bread and rolls, sweet yeast products, puff pastries and pate a choux; icings and fillings, cakes and cookies including ready mixes and other convenience products.

FALL [X] WINTER [X] SPRING [ ]

CHINESE CUISINE F 810

Fee: $35.00, 30 hours, Campus K

Wednesday, 7:00 to 10:00 p.m.

Course Content: Basic principles of Chinese cooking techniques, use of ingredients, herbs, teas, wine, and the planning of menus. Chinese dishes familiar to North Americans.

FALL [X] WINTER [X] SPRING [X]

DECORATING CRAFT BK 19

Fee: $40.00, 60 hours, Campus K

Tuesday, 7:00 to 10:00 p.m.

Course Content: Icing and coatings; royal icing, fondants, butter creams, couvertures, boiled icings and frostings; basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border design. Cakes for special occasions - techniques and methods.

FALL [X] WINTER [ ] SPRING [ ]

MIXOLOGY BAR 103

Fee: $55.00, 30 hours, Campus K

Monday, 7:00 to 10:00 p.m.

Prerequisites: A basic course for cocktail bartending. Open to men or women 18 years of age, or over who are currently working full or part time in a licensed establishment.

Course Content: Bar layout and equipment; manufacture of alcoholic beverages; beverage selection, storage and control; duties of the bartender; preopening preparation; theory of mixed drinks; practical preparation of mixed drinks and cocktails; sales and service of alcoholic beverages; selection of wines and their service. Human relations relating to licensed establishments.

FALL [X] WINTER [X] SPRING [ ]

QUANTITY FOOD PREPARATION FP 130

Fee: $95.00, 60 hours, Campus K

Monday, 6:00 to 10:00 p.m.

Course Content: Designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes; sauteing, broiling and stewing; cooking lean and fat fish; seafoods, and the accompanying vegetables; salads, garnishes and dressings; employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

FALL [X] WINTER [X] SPRING [ ]

RETAIL MEAT STORE MANAGEMENT MC 901

Fee: $20.00, 30 hours, Campus K

Monday, 7:00 to 10:00 p.m.

Prerequisites: A basic knowledge of meat and a wish to upgrade knowledge for advancement to the position of manager; for any person actively engaged in a meat store operation.

Course Content: Financial control of a retail operation; personnel training and relations; buying, receiving, storing for profit; meat department security; display and merchandising techniques; customer relations; sanitation; increasing profits through delicatessen and fish.

FALL [X] WINTER [ ] SPRING [ ]

STRICTLY FOR ENTERTAINMENT F 808

Fee: $45.00, 30 hours, Campus K

Monday, 7:00 to 10:00 p.m.

Course Content: Although the meals prepared are not intended to represent economical fare for the family, the basic principles governing the selection, combination and cooking of food can be applied to everyday use. Each session will be devoted to a complete menu and students will be given the opportunity to taste each dish whenever possible. A selection of complementary wines will be discussed and sampled.

FALL [X] WINTER [X] SPRING [ ]

STRUCTURAL PEST CONTROL PEST 900

Fee: $20.00, 45 hours,

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Grade 10, Ontario Secondary School or equivalent.

Type: Credit, Post-secondary. A pre-requisite for applicants for licences as Structural Pesticide Applicators under the Ontario Pesticide Act and Regulations.

Course Content: Introduction and Pesticides Act & Regulations; basic Entomology; Public Health Entomology; Pesticides Technology; tools & Equipment: rodenticides: storage and disposal;first aid; food plant; Public Relations; writing reports; Microbiology in food plants.

FALL [X] WINTER [ ] SPRING [ ]

THEORY BAKING BK 10

Fee: $55.00, 40 hours, Campus K

Wednesday, 6:00 to 10:00 p.m.

Course Content: Designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods; the use of icings, creams, puddings, custards and other desserts; fruits, tarts, pies and quick breads; the high ratio and angel cake mixes; simple decoration and presentation of birthday and other occasion cakes.

FALL [X] WINTER [X] SPRING [ ]

THEORY OF FOOD TF 131

Fee: $40.00, 60 hours, Campus K

Tuesday, 7:00 to 10:00 p.m.

Course Content: Culinary basics, soups and sauces; methods of cooking meats, poultry, fish and seafoods; various methods and techniques of preparing roasts, stews and casseroles with accompanying sauces and garnishes; salad preparation with suitable dressings; vegetable and egg cookery and larder preparation.

FALL [X] WINTER [ ] SPRING [X]

TRADE THEORY MEAT MC 13

Fee: $30.00, 60 hours, Campus K

Tuesday, 7:00 to 10:00 p.m.

Prerequisites: Designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.

Course Content: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses; preparation of poultry, fish and shellfish for retail sale; displaying and merchandising of all types of meat products; special lectures on sanitation and refrigeration. Students will participate in meat cutting during the course; this will include boning and tying of various meat products.

FALL [X] WINTER [ ] SPRING [X]

WINE MAKING FOR THE AMATEUR F 809

Fee: $30.00, 30 hours, Campus K

Wednesday, 7:00 to 10:00 p.m.

Prerequisites: Open to any person over the age of eighteen.

Course Content: Brief history of wine making; basic wine making equipment; yeast and yeast cultures; stages in wine making; basic methods of testing, analysis and evaluation. Students will be given the opportunity to participate in all stages of the program, including making various types of wines, conducting tests and evaluating the taste of both homemade and commercial wines.

FALL [X] WINTER [X] SPRING [ ]

GRAPHIC ARTS

AKI KEYBOARD GR 750

24 hours, Campus T

Days to be determined.

FALL [ ] WINTER [ ] SPRING [X]

BASIC CHINESE PAINTING & TECHNIQUES GD 803

Fee: $66.00, 60 hours, Campus T

Tuesday & Thursday, 7:00 to 9:00 p.m.

Course Content: A basic introduction to the fundamentals of Chinese painting including composition, perspective, techniques and philosophy in Chinese art. Students will receive instruction in how to use Chinese painting materials: brush, ink-stick, Chinese painting paper, inkstone and Chinese color. Students will paint from the beginning. The basic course will include the four paragons, plum, orchid, bamboo and chrysantheum birds and insects. Students must supply all materials.

FALL [X] WINTER [ ] SPRING [ ]

BASIC DIE CUTTING & EMBOSSING GR 314

Fee: $45.00, 60 hours, Campus T

Thursday, 6:00 to 10:00 p.m.

Prerequisite: Two years press experience.

Course Content: Instructions will be given on a 10" x 15" Heidelberg Platen Press and 15" x 20" Heidelberg Cylinder Press; die manufacturing processes and their application; perforations, die cutting and creasing, plate sinking, hot and cold embossing and a demonstration of foil stamping.

FALL [X] WINTER [ ] SPRING [ ]

BINDING AND FINISHING GR 125

Fee: $30.00, 60 hours, Campus T

Monday, Tuesday, Wednesday or Thursday (as required), 6:30 to 10:00 p.m.

Prerequisite: Elementary mathematics.

Course Content: Use of a selection of the following equipment with an aim of bringing a student to production standards: 26 x 40, Model 433, Mark II, Baum Folder, Dial-O-Matic Feed, Muller Super Gathering Machine, Type 201 with three feeding stations, Smyth No. 12 Book Sewing Machine,

Bostitch No. 19E Stitcher, Challenge RKH Paper Drill with Round Cornering Attachment, Hobbs 50 inch Bench Shear, Shaeffer 22 inch Gluer, Hickock 00 1/2 Standing Press, 12 inch Seybold Citation Autospacer, 12 Channel, Muller Pony 5 Roto Binder, Muller Automatic Stitcher, one Automatic & two Hand Feed Stations, Christensen Gang Stitcher, Five Stations, Hand, 17 x 22 Baum Folder, Pile Feeder, Job Backer, Cohasset Tipper, Stamping Press, Cerlox Table Top Combo, Table Stripper, Casemaking Gauge, 6 Sewing Frames, Richard Die Making Equipment.

Because each major machine requires nearly 60 hours of instruction, the course certificates are sub-divided into the following categories. Minor skills and machines are taught as supplements in each category. These courses are offered at Terraulay Campus. Fee: $30.00.

Machine Feeding, Sewers and Stitchers	GR 125A
Programmable Guillotine	GR 125B
26 x 40 Baum Folder	GR 125C
Muller Gatherer	GR 125D
Smyth Sewer	GR 125E
Roto Binder	GR 125F
Automatic and Gang Stitchers	GR 125G

FALL [X] WINTER [X] SPRING [ ]

COLD TYPE MARK-UP (Advanced - VIP) GR 322B

Fee: $45.00, 45 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisites: Completion of GR 202 with a grade of at least B; or, one year's experience operating a keyboard in-put to a Mergenthaler VIP. Admission may be also granted with the approval of the instructor, if the individual applying has phototypesetting keyboard experience.

Intended to serve a growing need in the typesetting community for mark-up men with a practical knowledge of the operation of their equipment.

Course Content: The student will be expected to plan and mark-up a series of progressively more complex pieces of raw copy; and typeset the same using the VIP system at the College.

FALL [X] WINTER [ ] SPRING [ ]

COLD TYPE MARK-UP (General) GR 322A

Fee: $45.00, 45 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Employment in typesetting related field; or, permission of the instructor.

Course Content: Directed toward the mark-up techniques used in the field of mail-order catalogue preparation. The course content will include identification of the most common typefaces used and the methods of determining choice of typeface and size within the catalogue page; Tours of typesetting plants handling such work will be arranged; mark-up of a series of progressive objectives.

FALL [X] WINTER [ ] SPRING [ ]

FILM IMPOSITION AND PRINTING SURFACE PREPARATION (Advanced Stripping & Platemaking) GR 210

Fee: $55.00, 60 hours, Campus T

Monday & Tuesday, 6:00 to 10:00 p.m.

Prerequisite: Completion of GR 110 or equivalent experience.

Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, the preparation of various types of offset lithographic plates, step and repeat methods and an introduction to the programming and operation of a photo-composing machine.

FALL [X] WINTER [X] SPRING [ ]

FILM IMPOSITION AND PRINTING SURFACE PREPARATION (Basic Stripping & Platemaking) GR 110

Fee: $55.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.

Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line negatives, halftone negative, line colour negatives and duotones. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact and the exposing and development of presensitized offset plates are an important part of this course.

FALL [X] WINTER [X] SPRING [ ]

FILM IMPOSITION AND PRINTING SURFACE PREPARATION (Colour Stripping & Platemaking) GR 310

Fee: $55.00, 60 hours, Campus T

Monday & Tuesday, 6:00 to 10:00 p.m.

Prerequisites: Completion of GR 210 or equivalent experience.

Course Content: Four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation; colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be obtained in manual step and repeat methods and machine photo composing.

FALL [X] WINTER [X] SPRING [ ]

GRAPHIC DESIGN ILLUSTRATION GD 201

Fee: $30.00, 40 hours, Campus T

Thursday, 7:00 to 9:00 p.m.

Prerequisite: Basic Art Training.

Course Content: Concepts in books, magazines, T.V. Graphics, murals, etc.; applied art and personal picture making. The course will be taught at two levels if the teacher feels this is necessary. Student must supply all art materials for class.

FALL [X] WINTER [ ] SPRING [ ]

HOT METAL COMPOSITION GR 101

Fee: $55.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Prerequisite: Preference given to candidates employed in the graphic arts industry.

Course Content: Basic hand composition; California Job Case; the setting of several projects involving justification, tabular, thumbnail sketches and setting of business cards, stationery and advertisements.

FALL [X] WINTER [ ] SPRING [ ]

INTRODUCTION TO TYPOGRAPHY GR 100

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.
(Apprentices, Thursday, 5:00 to 8:00 p.m.)

A general appreciation of the subject through a balanced program of illustrated lectures and practical work. It will provide the layman with a comprehensive background to enable him to make his/her own critical assessment in the typographic design field. The emphasis throughout the course will be on the contemporary scene. The historical and technical aspect will be covered only in as much detail as an understanding of contemporary work is required.

Course Content: A definition of typography, historical and technical development, the relationship with other arts, basic principles of design, working methods, typography in various media - books, brochures, advertising etc., future development, preparation of mechanicals and illustrations.

FALL [X] WINTER [X] SPRING [ ]

LIFE DRAWING GD 101

Fee: $30.00, 60 hours, Campus T

Tuesday & Thursday, 7:00 to 9:00 p.m.

Course Content: This course is designed to improve the student's ability to draw the human form. Each student will be started at his/her own level from basic outline drawing concentrating on the positive and negative shapes, followed by 20 minute poses. Later the student will do full shaded drawings with the model holding a sustained pose for the lesson. Advanced students may undertake additional work. Students must supply all materials.

FALL [X] WINTER [X] SPRING [ ]

MACHINE PRINTING - (Advanced) MULTILITH GR 115A

Fee: $45.00, 60 hours, Campus T

Tuesday, 6:00 to 10:00 p.m.

Prerequisites: Completion of GR 115, a working knowledge of 1250 multiliths.

Course Content: Advanced course in offset lithography covering feeding, dampening systems (both conventional and alcohol), colour control, two and multi colour projects. This program leads to GR 116.

FALL [X] WINTER [ ] SPRING [ ]

MACHINE PRINTING - (Basic) MULTILITH GR 115

Fee: $45.00, 60 hours, Campus T

Tuesday, 6:00 to 10:00 p.m.

Prerequisites: Preference will be given to the candidates who have had some offset duplicator knowledge.

Course Content: Fundamentals of offset lithography, feeding, dampening systems, ink control and running of one colour and two colour projects. This program leads to GR 115A.

MACHINE PRINTING (Flexography) GR 214

Fee: $55.00, 60 hours, Campus T

Tuesday & Thursday, 6:00 to 10:00 p.m.

This course is designed to acquaint students with the principles of roll feed printing equipment.

Prerequisites: Experienced personnel presently employed in flexographic pressroom work.

Course Content: Fundamentals of flexographic printing process. Rolls, inks, tension controls, register, electrical controls, oven dryer, rewind.

FALL [X] WINTER [ ] SPRING [ ]

MACHINE PRINTING - Larger Single Colour Offset Press (Basic) GR 116

Fee: $55.00, 60 hours, Campus T

Tuesday, 6:00 to 10:00 p.m.

Prerequisites: Completion of GR 115A or equivalent knowledge of printing and printing machinery.

Course Content: Offset Lithography on single color, Heidelberg, Harris and Miehle presses (Basic). Good housekeeping and safety. Lubrication, measuring instruments and devices for pressmen. Cylinder arrangements. Dampening systems both alcohol and conventional, inking and register systems. Plate, paper and ink as related to the pressman. Successful operation of a single colour press.

FALL [X] WINTER [X] SPRING [ ]

MACHINE PRINTING - Larger Single Color Offset Press (Intermediate) GR 216

Fee: $55.00, 60 hours, Campus T

Thursday, 6:00 to 10:00 p.m.

Prerequisites: Completion of GR 116 or the equivalent knowledge of printing and printing machinery.

Course Content: Colour matching. Projects run during this course will include one colour, multi colour and process work.

FALL [X] WINTER [ ] SPRING [X]

MACHINE PRINTING - Two Color Offset Press (Intermediate) GR 217

Fee: $55.00, 60 hours, Campus T

Tuesday, 6:00 to 10:00 p.m.

Prerequisites: Candidates presently running single colour presses or having completed GR 216.

Course Content: Theory and practical application of two colour offset printing, including inking systems, dampening systems (conventional and alcohol), register, cylinder arrangements, application of Ph, chemistry of paper and ink.

FALL [X] WINTER [X] SPRING [ ]

MACHINE PRINTING - Two Color Offset Press (Advanced) GR 316

Fee: $55.00, 60 hours, Campus T

Thursday, 6:00 to 10:00 p.m.

Prerequisites: Completion of GR 217 or equivalent industrial experience.

Course Content: Advanced work on a two colour press including densitometer applications, problem solving on two colour, multi colour and process colour jobs and quality control in press runs.

FALL [X] WINTER [X] SPRING [ ]

MONOTYPE KEYBOARD (Basic): Intermediate Level GR 200A

Fee: $70.00, 60 hours, Campus T

Monday, 5:00 to 8:00 p.m.

Prerequisite: Hand composition and typewriting ability to 40 corrected w.p.m. on a ten-minute test.

Course Content: Monotype Keyboard system; involves the setting of a straightforward typesetting work; flush left; flush right; centered, leaderwork; and balance sheet modes. Persons completing this course successfully should find little difficulty in adapting to even phototypesetting keyboard systems which are, if anything, simpler. For those who lack the requisite typing skill, attention is drawn to The George Brown College's Lumisonic typing course.

FALL [X] WINTER [ ] SPRING [ ]

PASTE MAKE-UP AND RULING (Basic) GR 302A

Fee: $55.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Prerequisites: One year of typesetting experience, or permission of instructor.

Course Content: Making up of pages using paper positives to produce camera ready paste-ups. The student will be expected to successfully complete a wide range of jobs from the simple letterhead to the imposition of an 8-page brochure. Included will be the utilization of display setting machines, transfer sheets, prints and screened prints which will be exposed and developed in a darkroom. Ruling will be done using both hand methods and machines.

FALL [ ] WINTER [X] SPRING [ ]

PHOTO COMPOSITION (Basic Maintenance: Linotype VIP) GR 208

Fee: $55.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Prerequisite: Typesetting experience, or permission of instructor.

Course Content: Designed to teach basic maintenance on the Linotype VIP. The content will cover optics cleaning and adjusting; reader maintenance, general mechanical and electro-mechanical servicing, filmstrip care, and other related matters. In addition, repair of AKI keyboards will be taught. Processing tapes will also be dealt with.

FALL [X] WINTER [ ] SPRING [X]

PHOTO COMPOSITION (Operating Course: Linotype VIP) GR 202

Fee: $55.00, 60 hours, Campus T

Saturday, 9:00 to 12:00 noon or Tuesday & Thursday, 7:00 to 10:00 p.m.

Prerequisite: Typing skill.

Course Content: Competence in phototypesetting computer input operator; involves the operation of the Linotype VIP, Tape processing; tape code reading (TTS); and use of a CRT correction terminal; involves keyboarding of complex typesetting problems. The keyboards are AKI-CIT 70's, PCI-120 Programmable Keyboard; MPM6 counting keyboards.

FALL [X] WINTER [ ] SPRING [ ]

PHOTOMECHANICAL COLOUR SEPARATION (Electronic Scanner) GR 308

Fee: $55.00, 60 hours, Campus T

Tuesday, 6:00 to 10:00 p.m.

Prerequisites: Completion of GR 305/GR 306 or equivalent trade knowledge.

Course Content: Principles of scanning, E & D curve and other sensitometer applications; gradation and Color Computer, Screening, Proofing, Future Trends.

FALL [X] WINTER [ ] SPRING [ ]

PHOTOMECHANICAL COLOUR REPRODUCTION (Offset) (Advanced Colour Separation) GR 306

Fee: $55.00, 60 hours, Campus T

Wednesday, 6:00 to 10:00 p.m.

Prerequisite: Completion of GR 305 or equivalent industrial experience in colour separation.

Course Content: Tone reproduction for black and white and colour printing; manipulation of tones,taking into consideration the characteristics of the press, paper, plate, film and processing conditions and the copy to achieve quality reproduction on the printed sheet; practical application of tone reproduction study using camera, enlarger and contacting.

FALL [ ] WINTER [X] SPRING [ ]

PHOTOMECHANICAL COLOUR REPRODUCTION (Offset) (Basic Colour Separation Camera) GR 305

Fee: $55.00, 60 hours, Campus T

Wednesday or Thursday, 6:00 to 10:00 p.m.

Prerequisite: Completion of GR 205 or equivalent experience.

Course Content: Designed for students with line and halftone experience; covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters; includes the operation and control of film processors, densitometers, enlarger and related equipment.

FALL [X] WINTER [ ] SPRING [ ]

PHOTOMECHANICAL REPRODUCTION - Advanced (Black & White Camera) GR 205

Fee: $55.00, 60 hours, Campus T

Monday, Tuesday, Wednesday or Thursday, 7:00 to 10:00 p.m.

Prerequisites: Completion of GR 105 or equivalent industrial experience.

Course Content: Halftone photography and machine processing; includes operation, maintenance and control of film, processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duotones and other techniques; introduction to colour separation procedures.

FALL [X] WINTER [ ] SPRING [ ]

PHOTOMECHANICAL REPRODUCTION - Basic (Black & White Camera) GR 105

Fee: $55.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.

Course Content: Operation of process cameras, calibration of process cameras and darkroom equipment for line, fineline and halftone negatives; application of coloured filters and the use of panchromatic film; making photographic contact, duplicates, spreads and chokes; theory of photographic lenses, light sources, film emulsions and processing solutions.

FALL [X] WINTER [X] SPRING [ ]

PROCESS QUALITY CONTROL GR 220

Fee: $45.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisites: Experience in technical sales and services, present employment as supervisor in a printing plant or employed in the quality control department of printing, paper and ink industries.

Course Content: Paper: manufacture of paper and board, paper properties and their requirements for each printing method; coated and uncoated paper; problems related to runnability and printability; basic quality control tests for paper properties. Ink: Basic raw materials, the formulation of inks and their properties as related to each printing process; ink, paper and the printing press

relationship. Planning and co-ordination of ink and paper properties for optimum print quality. Tests for ink quality control and trouble-shooting.

FALL [X] WINTER [ ] SPRING [ ]

SCREEN PROCESS PRINTING SP 900

Fee: $30.00, 60 hours, Campus T

Monday, 7:00 to 10:00 p.m.

Designed for persons currently employed in this field who wish to upgrade their skills in the more specialized methods of the photographic process.

Course Content: The operation of the process camera, line and halftone film-making; the photo-screening method of silk screen reproduction; preparation of direct screen emulsion stencils, the application and procedure for good screen making.

FALL [X] WINTER [ ] SPRING [ ]

SCREEN PROCESS PRINTING (Basic) SP 901

Fee: $30.00, 60 hours, Campus T

Wednesday, 7:00 to 10:00 p.m.

Course Content: Designed for persons not in the industry, but who wish to attain skills in basic stencil cutting, screen making and printing.

FALL [X] WINTER [ ] SPRING [ ]

SIGNWRITING SIGN 900

Fee: $30.00, 60 hours, Campus T

Tuesday, 7:00 to 10:00 p.m.

Prerequisites: Designed to give the fundamentals of general signwriting, show card writing and basic screen process printing.

Course Content: Basic pen and brush lettering, type faces, colour theory and practice layout, materials, basic screen process printing.

STILL LIFE DRAWING & PAINTING GD 100

Fee: $30.00, 60 hours, Campus T

Monday & Wednesday, 7:00 to 9:00 p.m.

Course Content: Fundamentals of still life rendering. He/she may start with charcoal drawing of still life objects followed by mono-

chrome renderings of the objects in paint; fundamentals of color and value of colors; render a still life in full colour. Students must supply all materials.

FALL [X] WINTER [X] SPRING [ ]

WOOD CARVING GD 804

Fee: $90.00, 90 hours, Campus CL

Time to be announced.

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools. Demonstration of Techniques: Carving in round, relief, incised, pierced, decorative chip and gouge carving, construction, arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects. Students must supply all materials for class.

FALL [X] WINTER [ ] SPRING [ ]

LANGUAGE COURSES

A PRACTICAL COURSE IN TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULTS: LT 912

Fee: $60.00, 130 hours, Campus C

Monday & Wednesday, 7:30 to 9:30 p.m.

Prerequisites: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency.

Course Content: Offers the person inexperienced in teaching E.S.L. a sound theoretical and practical foundation in the art. It also offers the experienced E.S.L teacher a comprehensive study of modern theory and methodology. Phonology, English Structure, Inter-Cultural Studies, Teaching Aids, Language Labs, Materials Development and Evaluation.

FALL [X] WINTER [ ] SPRING [ ]

ADVANCED ENGLISH READING & CONVERSATION FOR NEW CANADIANS LT 803

Fee: $30.00, 60 hours, Campus C

Monday & Wednesday or Tuesday & Thursday, 7:30 to 9:30 p.m., 9:00 to 11:00 a.m. Daily.

Course Content: For students who have already learned to speak and

write basic English; includes vocabulary development, reading comprehension, business letters and report writing.

FALL [X] WINTER [X] SPRING [X]

CHINESE LANGUAGE AND HERITAGE LT 905

Fee: $30.00, 60 hours, Campus C

Monday & Wednesday, 7:30 to 9:30 p.m.

Course Content: Offers instruction in Mandarin, but Cantonese will also be offered if there is sufficient demand; introductory oral practice of the language in historical and contemporary cultural contexts; culture and values of the Chinese people in Canada. Only brief reference is made to the writing system of the language.

FALL [X] WINTER [X] SPRING [ ]

GERMAN LANGUAGE & HERITAGE LT 913

Fee: $30.00, 60 hours, Campus C

Tuesday & Thursday, 7:30 to 9:30 p.m.

Course Content: The development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable contemporary features of German culture.

FALL [X] WINTER [X] SPRING [ ]

GREEK LANGUAGE & HERITAGE LT 911

Fee: $30.00, 60 hours, Campus C

Monday & Wednesday, 7:30 to 9:30 p.m.

Course Content: The development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable contemporary features of Greek culture.

FALL [X] WINTER [X] SPRING [ ]

INTERPRETING FOR MEDICAL AND LEGAL SERVICES LT 909

Fee: To be set. 120 hours, Campus C

Tuesday & Thursday, 7:30 to 10:00 p.m.

Course Content: Situations, language factors and interpreting practice needed for effective interpreting in medical and legal situations, particularly in hospitals and courts. Students must fill in an application form and go before a selection committee made up of representatives of the language group for which they wish to interpret.

The course offers opportunities for interpreting in Italian, Greek, Portuguese, Chinese and Spanish.

FALL [X] WINTER [X] SPRING [ ]

ITALIAN LANGUAGE & HERITAGE LT 806

Fee: $30.00, 60 hours, Campus C

Basic:	Tuesday & Thursday, 7:30 to 9:30 p.m.
Intermediate:	Wednesday, 7:00 to 10:00 p.m.
Advanced:	Monday, 7:00 to 10:00 p.m.

Course Content: Develop language skills in contexts of contemporary Italian values and practices, especially those features of Italian life as they are involved in an urban Canadian society; situational relevance of the course should make it helpful not only to the general public but especially to those involved professionally with the largest ethnic group in our city.

FALL [X] WINTER [X] SPRING [X]

POLISH LANGUAGE & HERITAGE LT 802

Fee: $30.00, 60 hours, Campus C

Tuesday & Thursday, 7:30 to 9:30 p.m.

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Polish European heritage, but will also stress the historical and contemporary involvement of the Polish people in Canada.

FALL [X] WINTER [X] SPRING [ ]

SPANISH LANGUAGE & HERITAGE LT 808

Fee: $30.00, 60 hours, Campus C

Monday & Wednesday, 7:30 to 9:30 p.m.

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the culture of the Spanish-speaking countries of North and South America.

FALL [X] WINTER [X] SPRING [ ]

SPEAKING CANADIAN FRENCH LT 804

Fee: $30.00, 60 hours, Campus C

Basic:	Tuesday & Thursday, 7:30 to 9:30 p.m.
Intermediate:	Monday & Wednesday, 7:30 to 9:30 p.m.
Advanced:	Tuesday & Thursday, 7:30 to 9:30 p.m.

Course Content: Acquisition of the distinctive Canadian features of French within general language development appropriate to the individual's competence; language is presented in relevant French-Canadian socio-cultural context.

FALL [X] WINTER [X] SPRING [ ]

T.I.B.I.

HOUSEKEEPING SERVICES ADMINISTRATION

The following courses provide instruction in the cleaning maintenance field. Supervisory and management techniques will be developed.

Courses:

Basic Housekeeping Supervision	HSA 951
Basic Skills of Cleaning & Sanitation for Supervisors	HSA 950
Carpet Care	CARP 903

For further information, phone Bram Allington, Training in Business & Industry at 967-1212, Ext. 595.

MANAGEMENT DEVELOPMENT

The following courses provide training for those who are employed in the supervisory field or who are considering employment in this area. Instruction is also offered for instructors in adult learning situations.

Courses:

Effective Supervision - Administration	ES 902
Effective Supervision - Communications	ES 905
Effective Supervision - Construction	ES 901
Effective Supervision - Hospitals	ES 907
Effective Supervision - Human Relations	ES 903
Effective Supervision - Labour Relations	ES 904
Effective Supervision - Production	ES 900
Human Resources Management	ES 912
Leading and Motivation	ES 914
Management for Results	ES 913
Psychology of Professional Selling	ES 908
Supervisory Practices in Municipal Government	ES 906
Teaching Techniques	ED 900
Teaching Techniques for Adults	ED 901

Work Simplification	ES 910
Work Study	ES 909

For further information call Training in Business & Industry at 967-1212, Ext. 595

REAL ESTATE COURSES

The successful completion of five courses will qualify the graduate for his certificate. The real estate salesman who wishes to become a broker must complete the following courses and pass the written examinations with a pass mark of not less than 75%, within the three year period preceding his application.

Courses:

Commercial Real Estate	RE 904
Introduction to Real Estate	RE 900 & 901
Principals of Appraisal	RE 903
Principals of Property Management	RE 902
Real Property Law	RE 905

For further information, call Miss Edwards, Training in Business & Industry at 967-1212, Ext. 595.

GEORGE BROWN COLLEGE
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Education
For
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of Applied Arts and Technology,
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PART-TIME COURSE FEES FOR SENIOR CITIZENS

Anyone registering for a part-time course who has attained the age of 65 on or before the start date of the course will pay fees at the following reduced rates:—

Courses up to 60 hours duration \$5.00

plus an additional amount for the hours beyond 60 at the rate of \$5.00 for 60 hours.

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PART TIME APPLICATION Please Print

Course Name | Course Code | Campus

2nd Choice | Course Code | Campus

3rd Choice | Course Code | Campus

M T W T F

Day(s) Requested (Where Applicable)

Mr. ☐ Mrs ☐
Miss ☐ Ms ☐

(Check one) Surname Given Name(s)

Address — Street, Apt. No

City Province Postal Code

Business Phone Home Telephone Social Insurance Number

Day Month Year

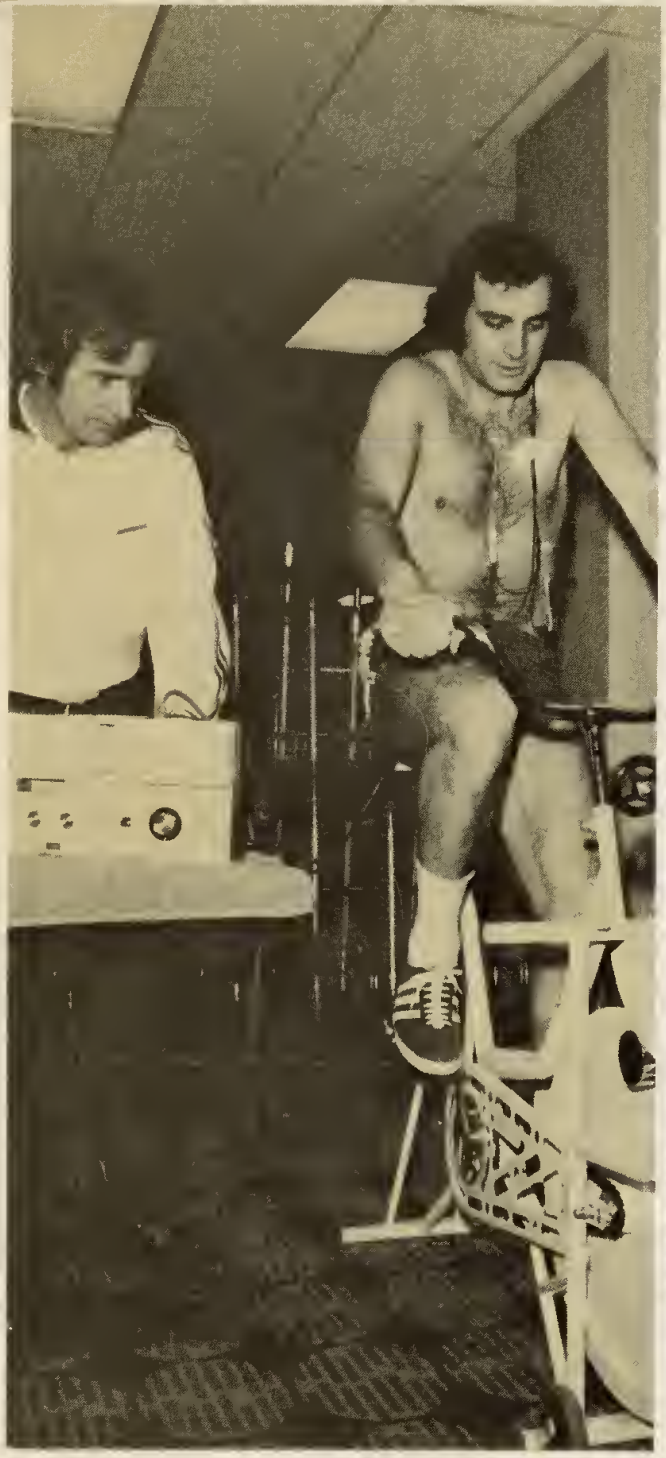
Date of Birth

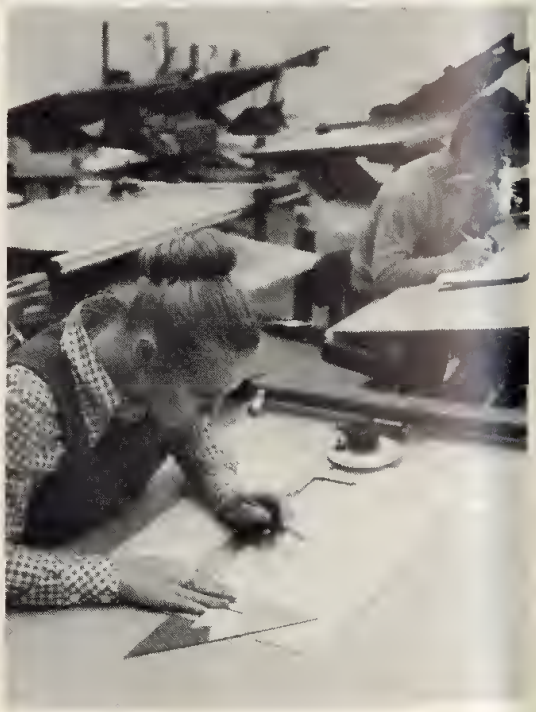
APPLICANTS MUST BE ONE OF THE FOLLOWING: Canadian Citizen, Landed Immigrant, Student Visa Holder

Date Signature

Make cheques or money order payable to GEORGE BROWN COLLEGE.

TEAR ALONG PERFORATION LINE FOR SELF MAILING APPLICATION





GEORGE BROWN COLLEGE
P.O. BOX 1015, STATION B
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PHONE: (416) 967-1212

E.164

REVISED SCHEDULE
FOR 1974-75

PART TIME COURSES CALENDAR

GEORGE BROWN COLLEGE
P.O. BOX 1015, STATION B
TORONTO, ONTARIO M5T 2T9 (416) 967-1212

Coding Guide for Campus Locations (C)

CL CASA LOMA CAMPUS
37 Dartnell Ave.

T TERAULAY CAMPUS
51 Teraulay St.

K KENSINGTON CAMPUS
21 Nassau St.

C COLLEGE STREET CAMPUS
507 College St.

Coding Guide for Days

MONDAY — **Mon**
TUESDAY — **Tues**
WEDNESDAY — **Wed**
THURSDAY — **Thurs**
SATURDAY — **Sat**

REVISED SCHEDULE — WINTER TERM

Campus	Course	Time	Day	Length
ACADEMIC STUDIES				
CL	Chemistry A.T.E.C.	7:00-10:00 pm	Mon	Jan 13-June 9
CL	English I A.T.E.C.	7:00-10:00 pm	Wed	Jan 15-May 28
CL	English Technical	7:00-10:00 pm	Tues	Jan 14-May 27
CL	Trade Math I	7:00-10:00 pm	Tues	Jan 14-May 27
CL	Trade Math II	7:00-10:00 pm	Tues	Jan 14-May 27
CL	Math I	7:00-10:00 pm	Thurs	Jan 16-May 29
CL	Applied Computer Programming	7:00-10:00 pm	Thurs	Jan 16-May 29
CL	Math Technical	7:00-10:00 pm	Tues	Jan 14-May 27
CL	Math II A.T.E.C.	7:00-10:00 pm	Tues	Jan 14-May 27
CL	Mechanics I A.T.E.C.	7:00-10:00 pm	Mon	Jan 13-June 9
T	Biology (Upgrading)	7:00-10:00 pm	Mon & Wed	Jan 13-Apr 23
T	Chemistry (Upgrading)	7:00-10:00 pm	Tues & Thurs	Jan 14-Apr 24
T	English Upgrading 8	7:00-10:00 pm	Tues	Jan 14-May 27
T	English Upgrading 9	7:00-10:00 pm	Tues	Jan 14-May 27
ACADEMIC STUDIES — Continued				
T	English Upgrading 10	7:00-10:00 pm	Tues	Jan 14-May 27
T	English Upgrading 11	7:00-10:00 pm	Wed	Jan 15-July 2
T	English Upgrading 12	7:00-10:00 pm	Wed	Jan 15-July 2
T	Math Upgrading 8	7:00-10:00 pm	Wed	Jan 15-May 28
T	Math Upgrading 9	7:00-10:00 pm	Wed	Jan 15-May 28
T	Math Upgrading 10	7:00-10:00 pm	Wed	Jan 15-May 28
T	Math Upgrading 11	7:00-10:00 pm	Wed	Jan 15-July 2
T	Math Upgrading 12	7:00-10:00 pm	Mon	Jan 13-June 30
T	Physics (Upgrading)	7:00-10:00 pm	Mon & Wed	Jan 13-Apr 24
T	Science Upgrading 9	7:00-10:00 pm	Thurs	Jan 16-Apr 26
T	Science Upgrading 10	7:00-10:00 pm	Thurs	Jan 16-Apr 26
T	Business English	7:00-10:00 pm	Tues	Jan 14-May 27
T	Business Law	7:00-10:00 pm	Wed	Jan 13-Apr 23
T	Business Mathematics	7:00-10:00 pm	Thurs	Jan 16-Apr 26
T	English for New Canadians	7:00-10:00 pm	Thurs	Jan 16-Apr 26
T	Medical Terminology — Part II	7:00-10:00 pm	Thurs	Jan 15-Apr 23
APPLIED ARTS				
K	Social Service — AD 203	2:00- 4:00 pm	Wed	Jan 22-Apr 30
K	Introductory Psychology — CHI 169	5:00- 7:00 pm	Wed	Jan 22-Apr 30
K	Therapeutic Programming — CHI 271	3:00- 5:00 pm	Wed	Jan 22-Apr 30
K	Movement Therapy I — CHI 318	6:00- 9:00 pm	Mon	Jan 6-Mar 10
	Creating Together			
	(a) St. James Bond Church			
	Age group 24-36 mos.	9:30-11:00 am	Mon or Wed	Jan 6/8-Mar 10/12
	Age group 18-30 mos.	9:30-11:00 am	Tue or Thur	Jan 7/9-Mar 11/13
	(b) Grace Church on the Hill			
	Age group 24-36 mos.	9:30-11:00 am	Mon	Jan 6-Mar 10
	Age group 2½-4 yrs.	9:30-11:00 am	Tues	Jan 7-Mar 11
	Age group 18-24 mos.	9:30-11:00 am	Thurs	Jan 9-Mar 13
	Hatha Yoga — St. Barnabas Church	8:15- 9:45 pm	Mon	Jan 13-Mar 17
ARCHITECTURAL TECHNOLOGY				
CL	Air Conditioning — AIR 905 (Residential and Small Commercial)	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Appliance Servicing I (Electrical) — AP 903	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Appliance Servicing II (Refrig) — AP 904	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Architectural Drafting I — DR 900	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Architectural Drafting II — DR 901	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Blueprint Reading — Construction Trades — DR 931	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Oil Burner III — HT 130	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Oil Burner II — HT 131	7:00-10:00 pm	Mon & Wed	Feb 17-Apr 30
CL	Gas Fitter II — HT 140	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Gas Fitter I — HT 902	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Plumbing Qualification — PLUM 902	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Plumbing Design & Installation — PLUM 904	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Refrigeration I — REF 900	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19

Campus	Course	Time	Day	Length
ARCHITECTURAL TECHNOLOGY — Continued				
CL	Refrigeration II — REF 901	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Steamfitting Qualification — STEA 902	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
AUDIO VISUAL				
T	Basic Audio Production Techniques — AV 923	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
T	Basic Cinematography — AV 922	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
T	Television Techniques — AV 924	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Introduction to Photography — AV 904	6:30- 9:30 pm	Tues	Jan 7-Mar 11
BUSINESS AND COMMERCE				
T	Accounting I — ACC 100	6:30- 9:30 pm	Tues & Thurs	Jan 7-Mar 13
T	Accounting II — ACC 102	6:30- 9:30 pm	Mon & Wed	Jan 6-Mar 12
T	Bookkeeping — ACC 152	6:30- 9:30 pm	Mon & Wed	Jan 6-Mar 12
T	Auditing & Taxation — ACC 205	7:00-10:00 pm	Wed	Jan 8-May 21
T	Accounting (McBee) — ACC 900	7:00-10:00 pm	Mon & Wed	Jan 6-Mar 12
T	Advertising A.C.A. — BC 102	6:00- 8:30 pm	Wed	Jan 8-Mar 14
T	Women in Business — BUS 903	7:00-10:00 pm	Tues	Jan 7-Mar 11
T	Dictaphone — BM 905	6:00 9:00 pm	Mon & Wed	Jan 6-Mar 12
T	Business Management — BUS 900	7:00-10:00 pm	Tues	Jan 7-May 20
T	Introduction to Data Processing — EDP 900	6:00- 9:00 pm	Mon	Jan 6-Apr 21
T	Cobol I — EDP 101	6:00- 9:00 pm	Thurs	Jan 9-Apr 17
T	Cobol II — EDP 200	6:00- 9:00 pm	Thurs	Jan 9-Apr 17
T	Systems Analysis I — EDP 202	6:00- 9:00 pm	Mon	Jan 6-Apr 14
T	Accounting in an EDP Environment — EDP 912	9:00 am-12:00	Sat	Jan 11-Apr 20
T	Data Processing Math — EDP 914	9:00 am-12:00	Sat	Jan 11-Apr 20
T	Family Budgeting — FAM 800	7:00-10:00 pm	Wed	Jan 8-Mar 11
T	Basic General Insurance — INS 950A		Thurs	Jan 9-
T	Principles & Practice of Insurance — INS 900	5:30- 8:30 pm	Mon	Jan 6-Mar 24
T	Property Insurance I — INS 901	5:30- 8:30 pm	Wed	Jan 8-Mar 26
T	Property Insurance II — INS 902	5:30- 8:30 pm	Tues	Jan 7-Mar 25
T	Liability Insurance — INS 903	5:30- 8:30 pm	Thurs	Jan 9-Mar 27
T	Insurance on the Person — INS 904	5:30- 8:30 pm	Wed	Jan 8-Mar 26
T	Burglary & Fidelity Insurance — INS 905	5:30- 8:30 pm	Tues	Jan 7-Mar 25
T	Automobile Insurance — INS 907	5:30- 8:30 pm	Tues	Jan 7-Mar 25
T	Loss Adjustment & Claim Settlement — INS 908	5:30- 8:30 pm	Wed	Jan 8-Mar 26
T	Casualty Coverage — INS 909	5:30- 8:30 pm	Thurs	Jan 9-Mar 27
T	Fire Prevention & Protection Insurance — INS 910	5:30- 8:30 pm	Thurs	Jan 9-Mar 27
T	Business Interuption Insurance — INS 911	5:30- 8:30 pm	Mon	Jan 6-Mar 24
T	Property Loss Adjustment — INS 912	5:30- 8:30 pm	Thurs	Jan 9-Mar 27
T	Insurance Accounts & Finance — INS 913	5:30- 8:30 pm	Wed	Jan 8-Mar 26
T	Insurance Administration — INS 914	5:30- 8:30 pm	Mon	Jan 6-Mar 24
T	Fire Hazards — INS 915	5:30- 8:30 pm	Wed	Jan 8-Mar 26
T	Marine Insurance — INS 923	5:30- 8:30 pm	Wed	Jan 8-Mar 26
T	Marketing — MARK 100	7:00-10:00 pm	Wed	Jan 8-May 21
T	Physical Distribution Systems — PHD 100	6:30- 9:30 pm	Tues & Thurs	Jan 7-Mar 13
T	Pitman Shorthand — Speed Development — SHP 200	6:00- 9:00 pm	Tue & Thurs	Jan 7-Apr 15

Campus	Course	Time	Day	Length
BUSINESS AND COMMERCE — Continued				
T	Pitman Shorthand — Refresher — SHP 900	6:00- 9:00 pm	Tue & Thurs	Jan 7-Apr 15
T	Machine Shorthand — Theory — SHM 100	6:00- 9:00 pm	Mon & Wed	Jan 6-June 25
T	Machine Shorthand — Speed Development — SHM 200	6:00- 9:00 pm	Mon & Wed	Jan 6-Apr 16
T	Typing For information on all typing courses — call 967-1212 ext. 549			
ELECTRICAL/ELECTRONICS				
T	Electronic Fundamentals I — ELTC 900	7:00-10:00 pm	Tues	Jan 7-May 20
T	Electronic Fundamentals II — ELTC 901	7:00-10:00 pm	Mon & Wed	Mar 10-May 14
T	Cable TV Basic — ELTC 913	7:00-10:00 pm	Mon & Wed	Jan 6-Mar 10
T	Computer Systems — ELTC 906A	7:00-10:00 pm	Thurs	Feb.6-May 15
T	Communications Data — ELTC 916	7:00-10:00 pm	Thurs	Feb.6-May 15
CL	Blueprint Reading — DR 12	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Electrical Apprentice Review — EL 900	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Hydro Regulations — EL 902	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Lighting Fundamentals — EL 904	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Electrical Construction I — EL 907	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Electrical Construction II — EL 908	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Electrical Construction III — EL 909	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Industrial Electronic Construction III — EL 912	7:00-10:00 pm	Sat	Jan 18-Mar 22
CL	Electrical Pre-Examination — EL 950	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Electrical Pre-Examination — EL 950	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Electrical Auxilliary Systems — EL 951	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
ENGINEERING TECHNOLOGY				
CL	Advanced Resin Technology — CHEM 903	7:00-10:00 pm	Tues	Jan 28-May 6
CL	Process Pipe Drafting — ENDR 104	7:00-10:00 pm	Wed	Jan 15-May 28
CL	Piping Standards & Codes — ENDR 931	7:00-10:00 pm	Wed	Jan 15-Mar 19
CL	Pipe Design & Calculation — ENDR 932	7:00-10:00 pm	Mon	Jan 13-Mar 17
CL	Pipe Stress Analysis & Flexibility — ENDR 933	7:00-10:00 pm	Mon	Jan 13-Mar 17
CL	Pipe Hangers/Supports/Guides — ENDR 934	7:00-10:00 pm	Wed	Jan 15-Mar 19
CL	Numerical Control II — MACH 905	7:00-10:00 pm	Tues	Jan 28-Apr 1
CL	Thermoset Materials — PL 125A	7:00-10:00 pm	Tues	Jan 28-Apr 1
CL	Forming & Fabricating — Thermoplastics — PL 900	7:00-10:00 pm	Tues	Jan 28-Apr 1
CL	Pollution — ENDR 906	7:00-10:00 pm	Mon	Jan 13-June 9
CL	Extrusion — PL 902	7:00-10:00 pm	Thurs	Jan 16-Mar 20
FASHION				
K	Men's Clothing II — FASH 905	7:00-10:00 pm	Tues	Jan 21-Mar 25
K	Fur Recognition — FUR 143A	7:00-10:00 pm	Wed	
K	Ladies Hairstyling — Advanced — HAIR 900	7:00-10:00 pm	Wed	Jan 20-Mar 24
	New Programmes — for information call 967-1212 ext. 645			
K	Industrial Power Sewing I — SEW 141			
K	Industrial Power Sewing II — SEW 143			
K	Industrial Power Sewing III — SEW 144			

Campus	Course	Time	Day	Length
FASHION — Continued				
K	Orapery (Slipcovers)			
K	Modelling			
K	Furniture Upholstery			
K	Fashion Illustration			
K	Stuffed Toys			
FITNESS				
CL	Yoga — YOGA 900	7:00- 9:00 pm	Wed	Jan 29-Apr 16
—	Underwater Science (186 Beverly) — AUS 900	7:30-10:00 pm	Wed	Jan 8-Apr 16
CL	General Fitness — FIT 800	7:30- 9:00 pm	Mon & Thurs	Jan 6-Feb 13
CL	Fitness Instructor — FIT 901	4:30-10:30 pm	Wed	Feb 12-Apr 30
K	Karate — KUNG 801	6:00- 8:00 pm	Tues & Thurs	May 6-
FOOD				
K	Quantity Food Preparation — Basic	6:00-10:00 pm	Mon	Feb 24-June 16
	Haute Cuisine — FP 130	6:00-10:00 pm	Thurs	Jan 13-May 22
K	Chinese Cuisine — FP 810	7:00-10:00 pm	Wed	Jan 22-Mar 26
K	Baking Theory — Basic Haute Cuisine — BK 10	6:00-10:00 pm	Mon	Jan 20-Mar 24
K	Advanced Baking — Advanced Haute Cuisine — BK 24	6:00-10:00 pm	Wed	Jan 22-Mar 26
K	Quantity Food Preparation — Advanced Haute Cuisine — FP 131	6:00-10:00 pm	Wed	Jan 29-May 7
K	Wine Appreciation — F 807	7:00-10:00 pm	Mon	Jan 20-Mar 24
K	Oecorating Craft — BK 19	7:00-10:00 pm	Tues	Mar 2-July 15
K	Bread and Pastry Craft — BK 15-16	7:00-10:00 pm	Thurs	Jan 23-June 5
K	Strictly for Entertainment — F 808	7:00-10:00 pm	Mon	Jan 20-Mar 24
K	Wine Making for the Amateur — F 809	7:00-10:00 pm	Thurs	Jan 23-Mar 27
K	Cocktail Bartending — BAR 103	7:00-10:00 pm	Mon	Jan 20-Mar 24
K	Trade Theory Meat-Cutting — MC 13	7:00-10:00 pm	Tues	Mar 11-July 22
K	Pest Control — PEST 900	7:00-10:00 pm	Tues	Feb. 4-May 13
GRAPHIC ARTS				
T	Film Imposition Stripping — Advanced — GR 210	6:00-10:00 pm	Mon & Tues	Feb 10-Apr 1
T	Film Imposition Stripping — Basic — GR 110	6:00-10:00 pm	Wed & Thurs	Feb 12-Apr 10
T	Film Imposition — Colour — GR 310	6:00-10:00 pm	Mon & Tues	Feb 10-Apr 8
T	Photomechanical Reproduction — Basic — GR 105	6:00-10:00 pm	Mon & Tues	Feb 10-Apr 8
T	Photomechanical Reproduction — Advanced — GR 205	6:00-10:00 pm	Wed & Thurs	Feb 12-Apr 10
T	Electronic Scanner — Colour Separation GR 308	6:00-10:00 pm	Mon & Tues	Feb 10-Apr 8
T	Machine Printing — Basic — GR 115	6:00-10:00 pm	Tues	Jan 28-May 6
T	Machine Printing — Advanced — GR 115A	6:00-10:00 pm	Mon	Jan 27-May 5
T	Machine Printing — Single Colour — Basic GR 116	6:00-10:00 pm	Tues	Jan 28-May 6
T	Machine Printing — Single Colour — Inter. GR 216	6:00-10:00 pm	Thurs	Jan 30-Apr 24

Campus	Course	Time	Day	Length
GRAPHIC ARTS — Continued				
T	Machine Printing — Two Colour — Inter. GR 217	6:00-10:00 pm	Tues	Jan 28-Apr 22
T	Machine Printing — Two Colour — Advanced GR 316	6:00-10:00 pm	Thurs	Jan 30-Apr 24
T	Intro. to Typography — GR 100	7:00-10:00 pm	Mon & Tues	Mar 2-May 8
T	Photocomposition Operating — GR 202	7:00-10:00 pm	Tues & Thurs	Oec 12-Feb 27
T	Photocomposition Maintenance — GR 208	6:00-10:00 pm	Wed	Jan 29-May 7
T	Binding and Finishing (Women) — GR 125	6:30-10:00 pm	Wed	Jan 8-Apr 23
T	Binding and Finishing (Men) — GR 125	6:30-10:00 pm	Thurs	Jan 9-Apr 24
GRAPHIC DESIGN				
T	Life Orawing — GO 101	7:00- 9:00 pm	Tues & Thurs	Mar 4-May 15
T	Still Life — Orawing & Painting — GO 100	7:00- 9:00 pm	Mon & Wed	Mar 3-May 14
T	Graphic Design Illustration — GO 201	7:00- 9:00 pm	Thurs	Feb 27-July 10
T	Fundamental Advertising Art — GO 203	7:00- 9:00 pm	Tues & Thurs	Feb 4-May 15
LANGUAGE STUDIES				
C	Chinese Language & Heritage — LT 805	7:30- 9:30 pm	Mon & Wed	Feb 3-May 12
C	Greek Language & Heritage — LT 811	7:30- 9:30 pm	Mon & Wed	Feb 3-May 12
C	Spanish Language & Heritage — LT 808	7:30- 9:30 pm	Mon & Wed	Feb 3-May 12
C	Italian (Basic) — LT 806	7:30- 9:30 pm	Tues & Thurs	Jan 30-May 8
C	Italian (Advanced) — LT 806B	7:00-10:00 pm	Mon	Mar 24-June 30
C	Advanced English Conversation and Writing			
	Level A — LT 803	7:00- 9:00 pm	Tues & Thurs	Mar 4-June 12
	Level B	7:00- 9:00 pm	Mon & Wed	Mar 3-June 11
	Testing to determine level, — 7:00 pm Mar 3			
C	French (Basic) — LT 804	7:30- 9:30 pm	Tues & Thurs	Jan 30-May 8
C	French (Intermediate) — LT 804	7:30- 9:30 pm	Mon & Wed	Feb 26-June 4
MUSIC				
T	Popular Keyboard — Basic — MU 910	6:00- 8:00 pm	Tues	Jan 14-Mar 18
T	Popular Keyboard — Intermediate — MU 911	6:00- 8:00 pm	Thurs	Jan 16-Mar 20
T	Popular Keyboard — Advanced — MU 912	8:00-10:00 pm	Thurs	Jan 16-Mar 20
T	Musical Grammar I — MU 902	1:00- 4:00 pm	Mon	Jan 13-Mar 17
T	Musical Grammar II — MU 903	4:00- 7:00 pm	Mon	Jan 13-Mar 17
T	Musical Grammar III — MU 904	1:00- 4:00 pm	Tues	Jan 14-Mar 18
T	Musical Grammar IV — MU 905	4:00- 7:00 pm	Tues	Jan 14-Mar 18
T	Songwriting — MU 913	7:00- 9:00 pm	Mon	Jan 13-Mar 17
T	Music Enjoyment — MU 800	7:00- 9:00 pm	Wed	Jan 15-Mar 19
T	Music and Speech — MU 901		TO BE ARRANGED	
CL	Music Appreciation — MU 816	7:00- 9:00 pm	Thurs	Jan 23-Mar 27
CL	Singer Refresher — MU 917	5:00- 7:00 pm	Thurs	Jan 23-Mar 27
THEATRE ARTS				
CL	Acting for Beginners — THEA 900	7:00-10:00 pm	Mon & Wed	Jan 13-Mar 19
CL	Acting and Oramaturgy — THEA 901	7:00-10:00 pm	Tues & Thurs	Jan 14-Mar 20
CL	Play Writing — THEA 909	7:00-10:00 pm	Mon	Jan 13-Mar 17
CL	Acting and the Speaker — Part I — THEA 923	7:00-10:00 pm	Thurs	Jan 16-Mar 20
CL	Acting and the Speaker — Part II	7:00-10:00 pm	Wed	Jan 15-Mar 19
	Practical Theatre — THEA 924	TO BE ARRANGED		Jan 16-Mar 20